Workforce One User Manual

Minnesota FastTRAC: Adult Career Pathways

January 2013

Introduction

Minnesota FastTRAC: Adult Career Pathways (hereafter FastTRAC) is a partnership of Adult Basic Education (ABE), state and local workforce development and human services systems, and the Minnesota State Colleges and Universities (MnSCU) to improve outcomes for low-wage, low-skilled adults. From foundational preparation to postsecondary program completion, FastTRAC leads to employment by building career pathways along an educational and training continuum. For a more complete description of the core program components see Appendix B.

Workforce One (WF1) will be the primary tool used to collect and manage participants' support services and career guidance and job search activities. Because FastTRAC is a multi-agency partnership with ABE and the MnSCU system, education management information systems will collect and report on additional education and training measures.

FastTRAC is an evolving initiative where participants can move in and out of the pathway over time so they are not currently being included in the Workforce Investment Act Title IB participant data submitted to the US Department of Labor. Therefore, local or statewide performance outcomes will not be negatively affected by that activity. However, having accurate and timely participant information from all the management information is systems is still critical in evaluating the impact of FastTRAC.

Bridge participants, therefore, should be enrolled in the FastTRAC program in WF1 when they first access workforce services. However, the Navigator may choose to enroll them at an earlier point. **If no workforce services are provided while in the Bridge course(s), the participant must be enrolled by the time they complete that component.**

NOTE: Inform the State FastTRAC Office if your agency adds new sites that will begin offering FastTRAC programs and/or putting data about FastTRAC customers into WF1.

State FastTRAC Contacts

For WF1 issues and questions:
Nola Speiser
651-259-7595
nola.speiser@state.mn.us

For program and policy guidance:
Judy Mortrude
651-259-7638
judy.mortrude@state.mn.us

Table of Contents

Snapshot of Essential Information Collection **2**
Purpose **4**
User Tips **4**
New Client Entry **5**
Search for an Existing WF1 Record 5
If No Record Exits 6
Intake Entry **8**
Application 8
Eligibility 9
Enrollment 11
Entering Activities **19**
Open a New Activity 19
Update an Open Activity 22
Close an Activity 23
Entering Services **24**
Edit a Service 24
Delete a Service 25
Closing a Record **25**
Exiting a Participant from the Program 25
Permanently Ending a Participant Record 30
Reports **32**
Run Reports 32
Appendix A: "Glossary of Activity Statuses and Support Services" **34**
Activity Statuses 34
Support Services 36
Appendix B: "Participant Eligibility, Core Program Components, and Accountability" **37**
Appendix C: "Policy for Entry of Pseudo-Social Security Numbers" **39**

Snapshot of Essential Information Collection

Workforce One (WF1) is the primary tool used to collect and manage participants' support services and career guidance and job search activities. Use this page as a quick reference for the data to be entered into WF1.

Along with the usual data fields required for all programs' enrollments (marked by asterisks), please note that FastTRAC has modified some definitions and procedures to allow it to produce FastTRAC-specific process and outcome measures.

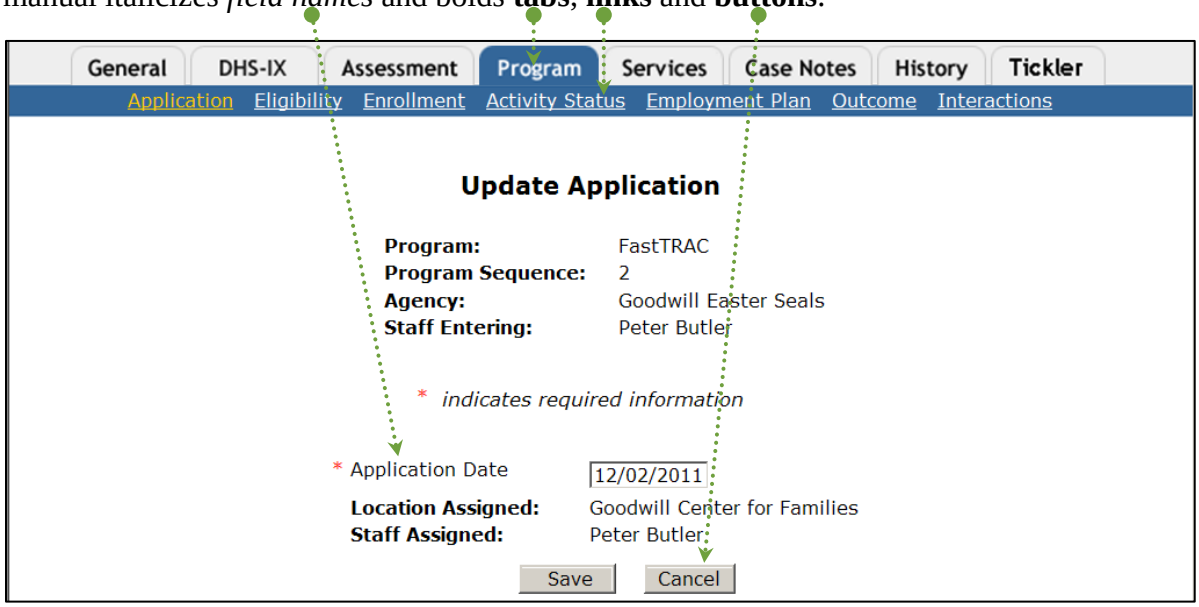
WF1 Section	Required FastTRAC Fields	Manual Page #
Enrollment	**Definitions and Response Options**	
FastTRAC Program Enrollment	Bridge participants should be enrolled in the FastTRAC program in WF1 when they first access workforce services or sooner. If no workforce services are provided while in the Bridge course(s), the participant must be enrolled by the time they complete that component.	5
Ethnicity	Participant of Hispanic or Latino origin (yes/no)	12
Race	American Indian/Alaskan Native, Black/African American, Hawaiian Native/Other Pacific Islander, White, Asian	12
Highest Level of Education	Grades 1-12; GED; High school diploma; 1, 2, or 3 years of post-secondary; AA degree; Certificate of attendance/completion; Other post-secondary degree; BA degree; Education beyond BA; No education grades completed	13
Family Status	Not a family member, Other family member, parent in a one-parent family, parent in two-parent family	13
Labor Force Status	Employed full time; Employed part time; Employed, received term notice/military separation; Not employed & previously not self-employed; Not and previously self-employed	13
Disability Status	Not disabled; yes, and disability is an employment barrier; Yes, disability not a barrier to employment	13
Veteran Status	Yes/no; choose "yes" if participant is a spouse of a veteran	14
Supplemental Security Income (SSI) Recipient	Yes/no	14
TANF/MFIP Recipient	Yes/no	14
Food Support Recipient	Yes/no	14
Refugee Recipient	Yes/no	14
General Assistance Recipient	Yes/no	15
Actual Family Size	Same definition as Eligible Family Size	15
Annual Family Income	If no income was earned, enter "0." Otherwise, leave blank ONLY IF the information is unavailable.	15
No Significant Work History	Yes/no	16
UI Benefit Status	Eligible, not claimant; Eligible claimant; Exhaustee; Ineligible labor force attachment; Not eligible/applicable	16
Homeless	Yes/no	16
Offender Status	Yes/no	16

Financial Aid	None, Scholarship, Student grant, Student loan, Work study	16
Number of Weeks Unemployed Out of Last 26	# of weeks unemployed	17
Dependents Under Age 18	Participant's number of dependents under 18-years-of-age	17
Hourly Wage of Last Job	Enter "0" if the person was unemployed the entire 26 weeks. Leave blank ONLY IF the information is unavailable.	17
Previous Occupational Title	Use O*NET lookup	
Activity Status Type	Initial activity choices at enrollment: Core services, Staff-assisted assessment, Staff-assisted job placement, Staff-assisted job search in area, staff-assisted job search out of area	17, 19
FastTRAC Training Type	The options include: Adult Career Pathways , Bridge Program, Integrated and Bridge, PDIP Project. *Select Adult Career Pathways for all FastTRAC program enrollments after August 1, 2011.	18
Key Activities		
Non-Credentialed Training	Record for participants who have entered Bridge I or II.	19, 35
Classroom Training – Occ. Skills	Record for participants who have registered in a *credit-bearing* Integrated component.	19, 34
Customized Training	Record for participants who have registered in a noncredit-bearing Integrated component.	19, 34
Partnering	Record in participant's FastTRAC enrollment when participant is co-enrolled in *and* receiving coordinated services funded through a partner program. Any activities funded by that partner should be recorded in that enrollment and do not have to be recorded in the FastTRAC activity screens.	19, 35
Support Services		
Add a New Service	Used to record instances when participants receive monetary supports through FastTRAC. If support services are being paid for by a separate program tracked in WF1, record those services in that program enrollment and select the *Partnering* activity in the FastTRAC enrollment	24, 36
Closing a Record		
Exiting a Participant from the Program	Close the participant's FastTRAC record if they exited voluntarily or involuntarily.	25
Exit Reason	Indicates why a person left the program.	26
Outcome	A participant is exited after an outcome is saved. FastTRAC does not require follow-ups. If a participant is co-enrolled in a program that requires these follow-ups, the guidelines for that program must be followed.	28

Purpose

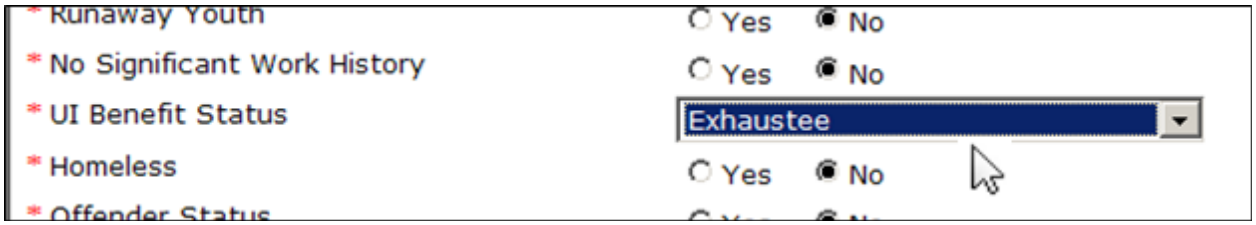
This manual's purpose is to help Minnesota FastTRAC provider organizations add new applicants and update enrolled participants' activities and services into the Workforce One (WF1) case-management system in a consistent manner. The data support state and local reporting, client case-management, and program evaluation.

Readers should have a Workforce One account and basic-training on logging-in, searching for persons, enrolling new program participants, and other system features and functions. This manual italicizes *field names* and bolds **tabs**, **links** and **buttons**.



User Tips

1. The age field is automatically calculated from the date-of-birth field.
2. Enter the decimal and two decimal places for dollar amounts, but no comma or dollar sign: 5000.00, not $5,000.
3. You must have the appropriate access rights to view another program's data, such as Minnesota Family Investment Program (MFIP).
4. WF1 accepts upper or lower case entries, so capitalize proper names.
5. Be careful not to accidently change a drop-down list selection if the cursor\pointer is located on the field when highlighted blue. Moving the mouse wheel can change the selection. Move your cursor away from the drop-down box after choosing an answer.

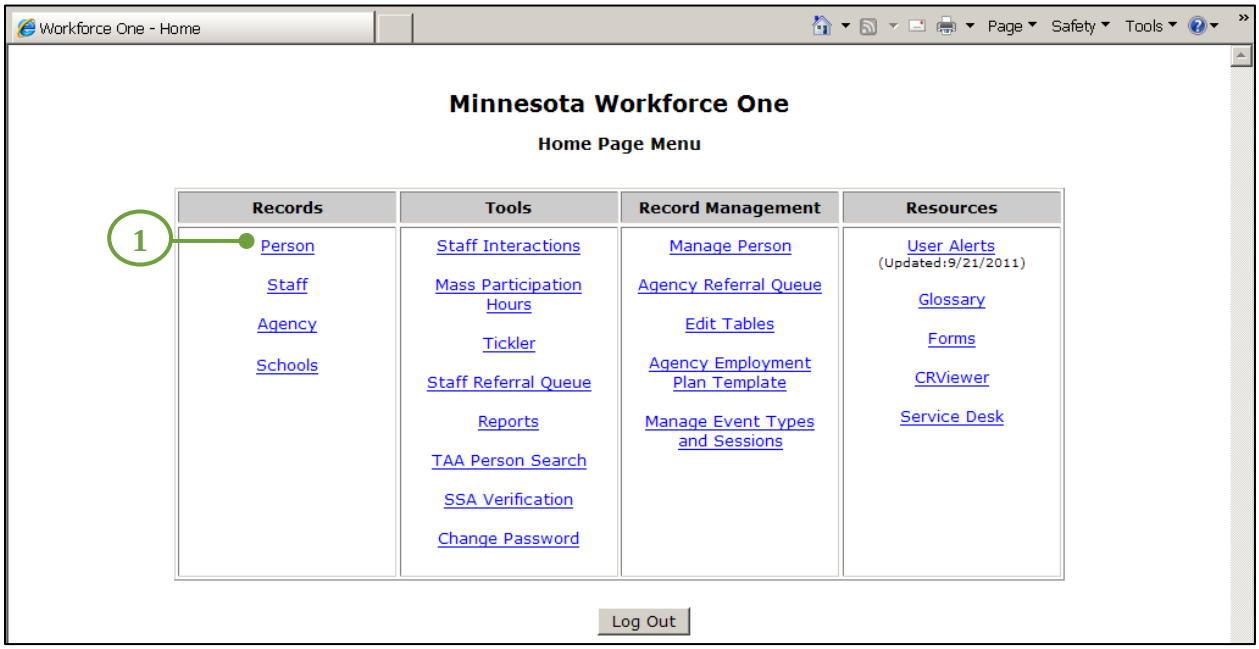


New Client Entry

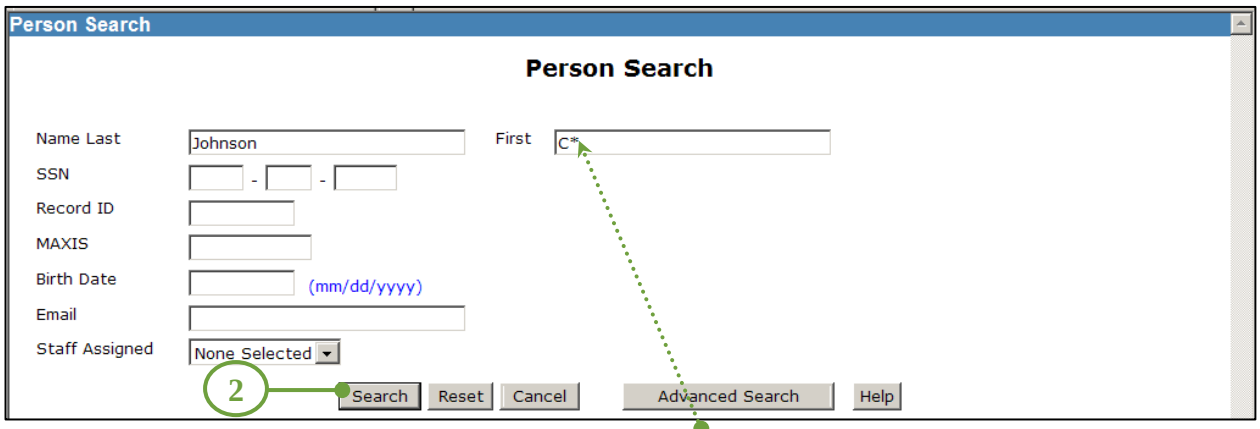
Search for an Existing WF1 Record

A potential FastTRAC client may have a WF1 record from participating in another program also managed in WF1. You must search for an existing record before adding a new one.

1. After logging in, click on **Person**.



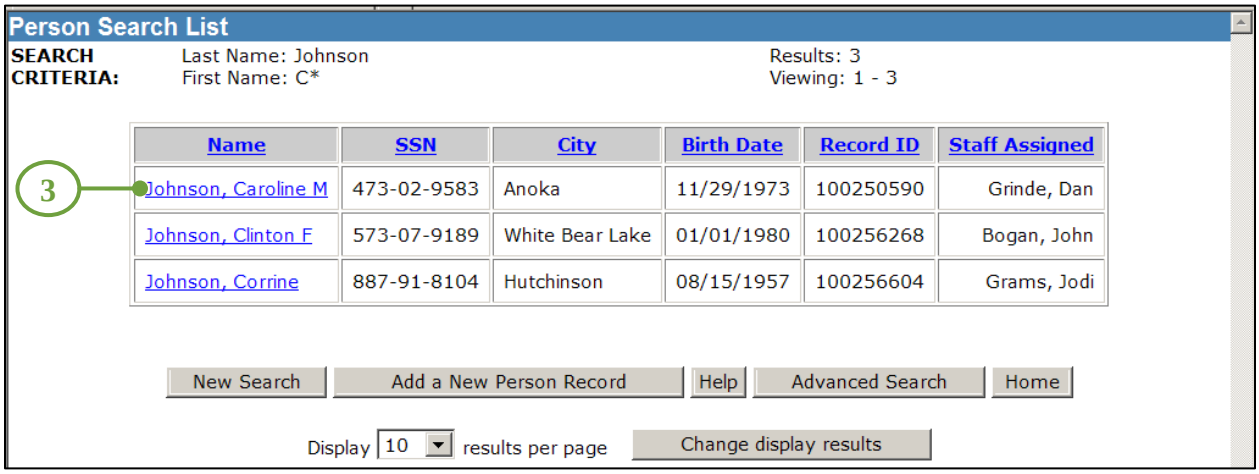
2. Enter your client's last name or Social Security Number (SSN) to determine if he or she is in WF1. This search prevents duplicate records and saves data entry time. Press **Search**.[1]



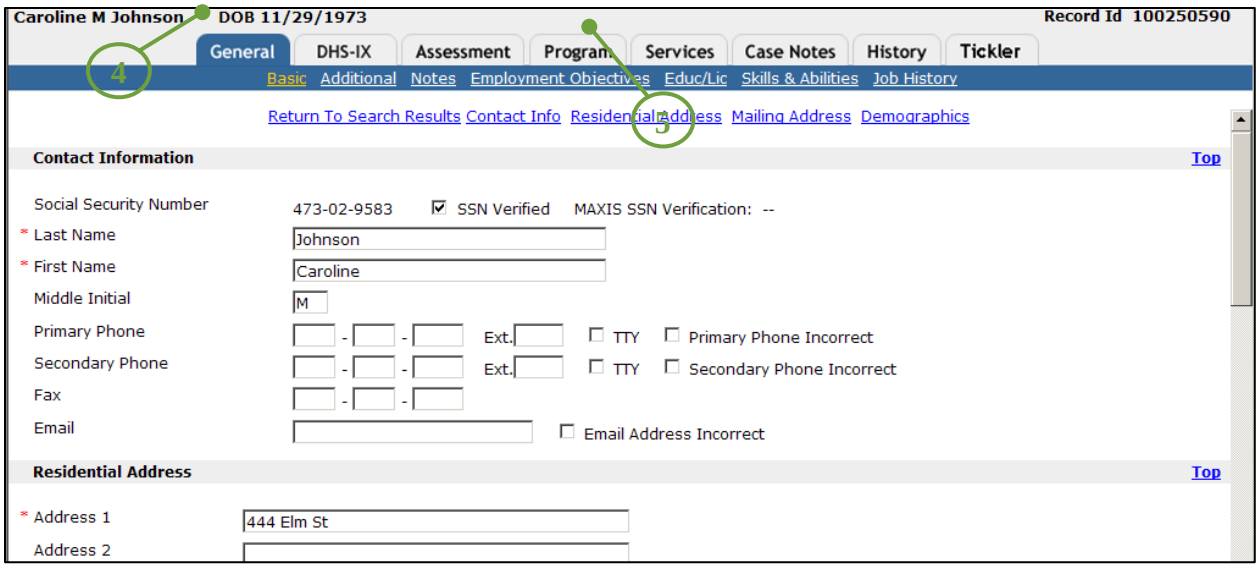
! For common last names, enter the person's first initial with an * to narrow the search results.

[1] User tip: If the search returns no record, search on last name instead of SSN or leave the first name field blank.

3. Click on your client's **name**. Last-name searches return all records matching the last name and first initial (if used), while a SSN search returns one matching record.



4. If your client is already in WF1, the **General > Basic** screen appears with your client's contact and demographic information.

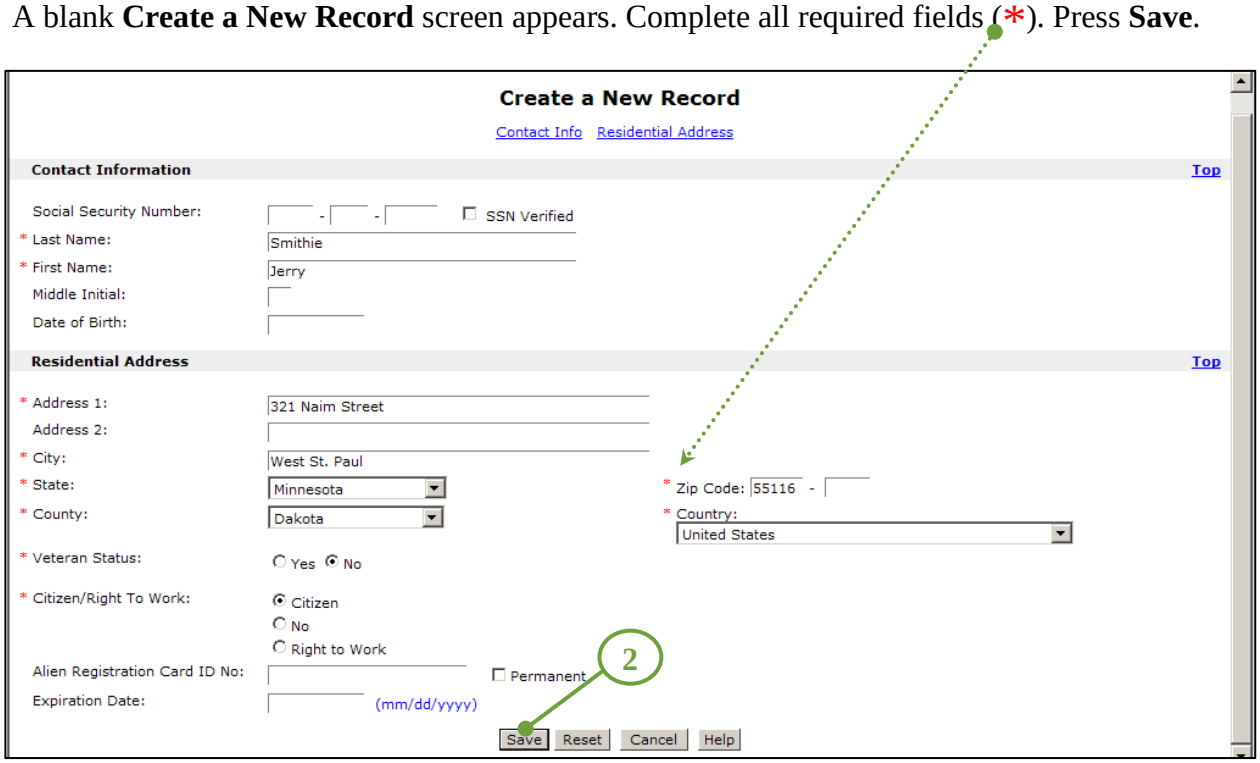


5. Click on the **Program** tab to begin the FastTRAC intake process (see page 5).

If No Record Exists

1. Press **Add a New Person Record**.

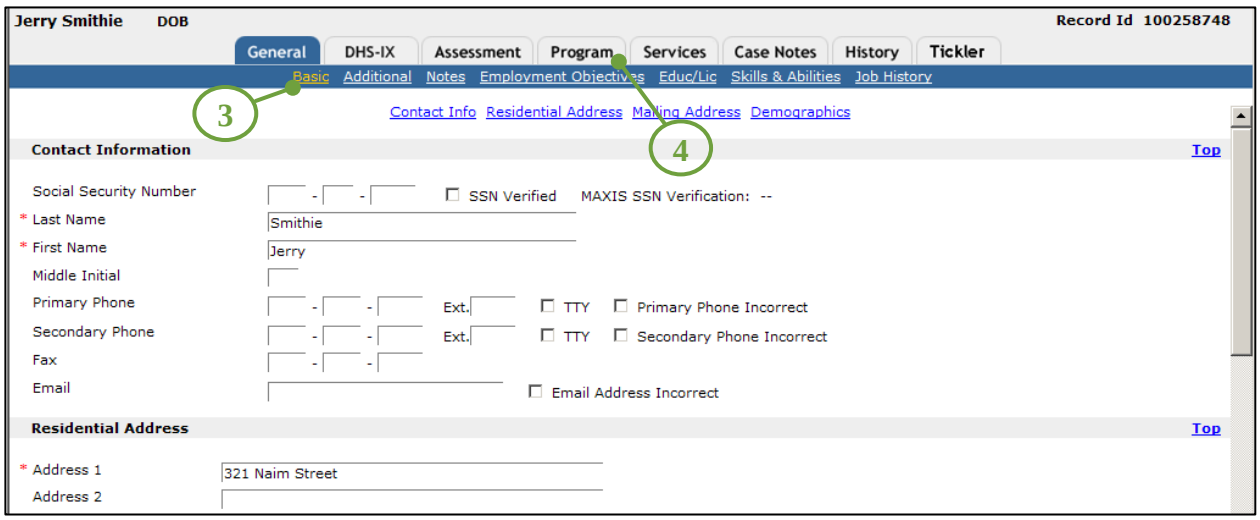
2. A blank **Create a New Record** screen appears. Complete all required fields (*). Press **Save**.



Citizen/Right to Work indicates that the person is a United States citizen or possesses documented authorization to work in the United States.

Check "Yes" for *Veteran Status* if the person actively served in the United States Armed Forces and was not dishonorably discharged. NOTE: If the person is a spouse of a veteran, check "Yes" for *Veteran Status*. When an enrollment record is created later, choose "Other Eligible" under *Veteran Type* (see Enrollment section starting on page 8).

3. The **General > Basic** screen appears with your client's contact and demographic information.



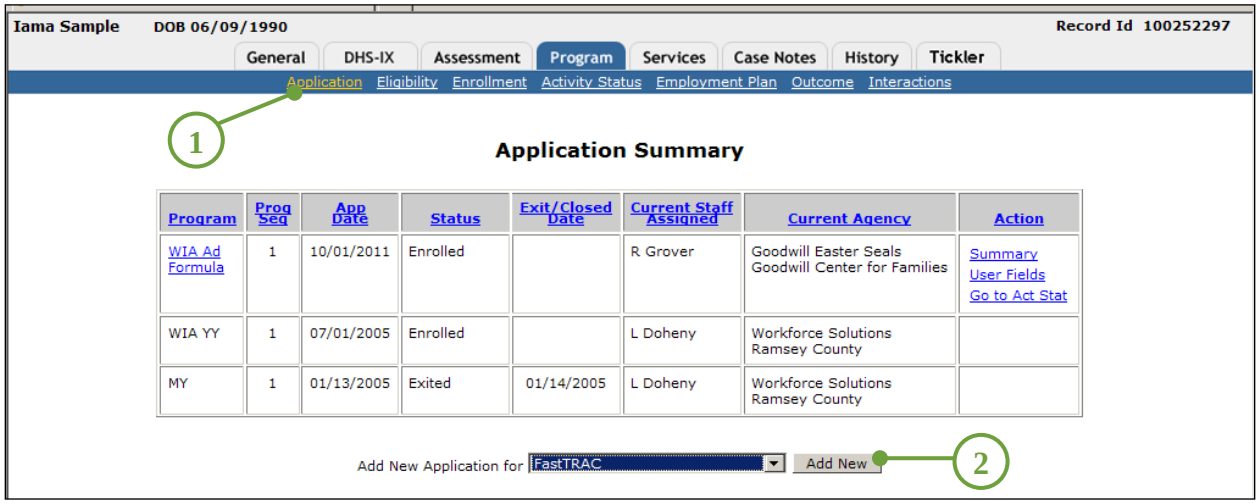
4. Click on the **Program** tab to begin the FastTRAC intake process.

Intake Entry

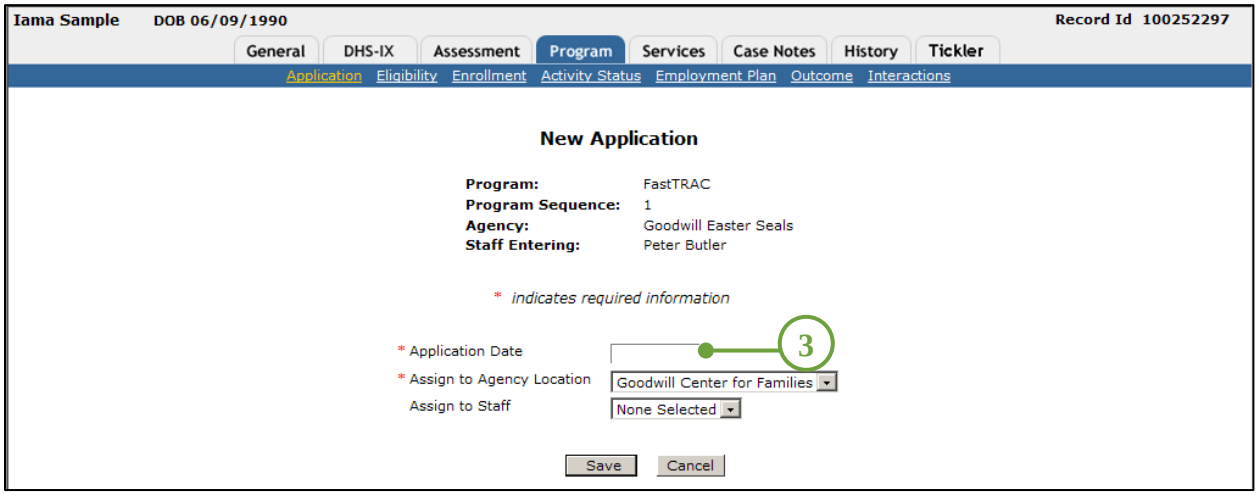
Intake Entry covers a new FastTRAC application through approval and first activity. The required order is Application, Eligibility, Enrollment and Activity Status.

Application (the starting point)

1. Begin at **Program > Application** with the client's Application Summary table.
2. Select FastTRAC from the drop-down list and press **Add New**.

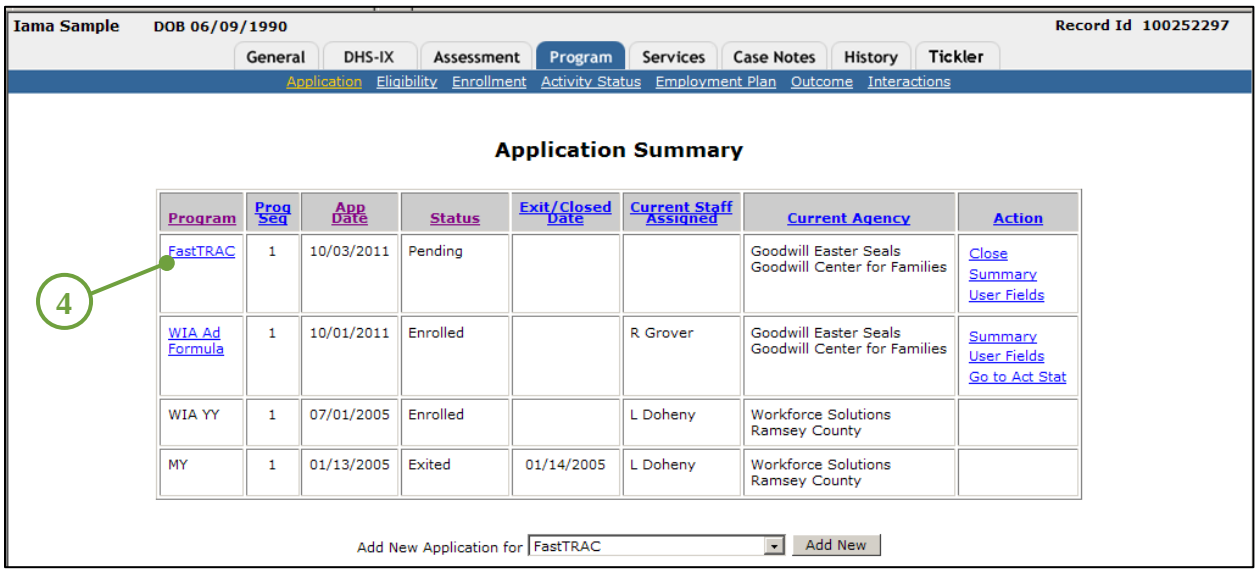

Iama Sample DOB 06/09/1990 Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
1
Application Summary
Program | Prog Seq | App Date | Status | Exit/Closed Date | Current Staff Assigned | Current Agency | Action
WIA Ad Formula | 1 | 10/01/2011 | Enrolled | | R Grover | Goodwill Easter Seals Goodwill Center for Families | Summary User Fields Go to Act Stat
WIA YY | 1 | 07/01/2005 | Enrolled | | L Doheny | Workforce Solutions Ramsey County |
MY | 1 | 01/13/2005 | Exited | 01/14/2005 | L Doheny | Workforce Solutions Ramsey County |
Add New Application for FastTRAC Add New
2

3. Enter the *Application Date* as MM/DD/YYYY and assign a staff person (optional). Press **Save**.


Iama Sample DOB 06/09/1990 Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
New Application
Program: FastTRAC
Program Sequence: 1
Agency: Goodwill Easter Seals
Staff Entering: Peter Butler
* indicates required information
* Application Date
3
* Assign to Agency Location Goodwill Center for Families
Assign to Staff None Selected
Save Cancel

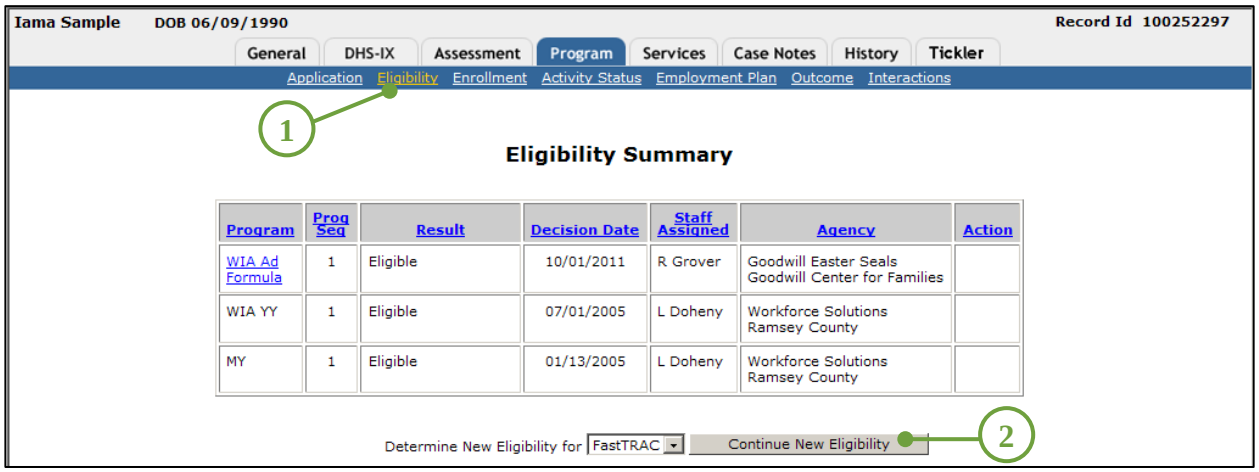
! The application date cannot be a future date or more than six months old.

4. The Application Summary now lists the FastTRAC program as Pending in the Status column.

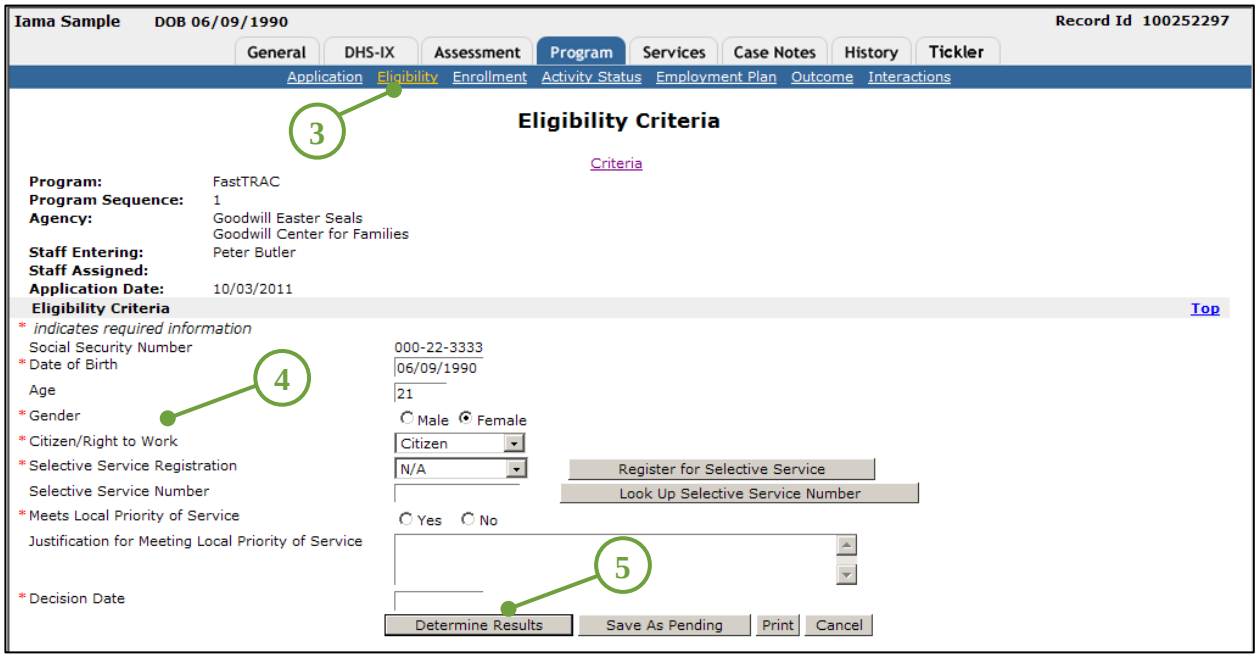

Iama Sample DOB 06/09/1990
Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
Application Summary
Program | Prog Seq | App Date | Status | Exit/Closed Date | Current Staff Assigned | Current Agency | Action
FastTRAC | 1 | 10/03/2011 | Pending | | | Goodwill Easter Seals Goodwill Center for Families | Close Summary User Fields
WIA Ad Formula | 1 | 10/01/2011 | Enrolled | | R Grover | Goodwill Easter Seals Goodwill Center for Families | Summary User Fields Go to Act Stat
WIA YY | 1 | 07/01/2005 | Enrolled | | L Doheny | Workforce Solutions Ramsey County |
MY | 1 | 01/13/2005 | Exited | 01/14/2005 | L Doheny | Workforce Solutions Ramsey County |
Add New Application for FastTRAC Add New
4

Eligibility

1. Go to **Program > Eligibility** to see the client's Eligibility Summary table.
2. Select FastTRAC from the drop-down list and press **Continue New Eligibility**.


Iama Sample DOB 06/09/1990
Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
1
Eligibility Summary
Program | Prog Seq | Result | Decision Date | Staff Assigned | Agency | Action
WIA Ad Formula | 1 | Eligible | 10/01/2011 | R Grover | Goodwill Easter Seals Goodwill Center for Families |
WIA YY | 1 | Eligible | 07/01/2005 | L Doheny | Workforce Solutions Ramsey County |
MY | 1 | Eligible | 01/13/2005 | L Doheny | Workforce Solutions Ramsey County |
Determine New Eligibility for FastTRAC Continue New Eligibility
2

3. Some Eligibility Criteria fields are automatically populated from the client's Person Record under the **General** tab.



! Changing the client's date of birth, gender, citizen status, or selective-service registration fields does not affect the client's Person Record under the **General** tab.

4. Enter data for any blank required fields.

   Citizen/Right to Work indicates whether the person has a legal right to work in the United States due to citizenship or other authorization. The choices are:

   - Right to work: the person possesses documented authorization to work in the United States. Choose this option if your education program does not require documentation.
   - Citizen: the person is a United States citizen.
   - No: the person is not a citizen nor is authorized to work in the United States and results in an ineligible determination.

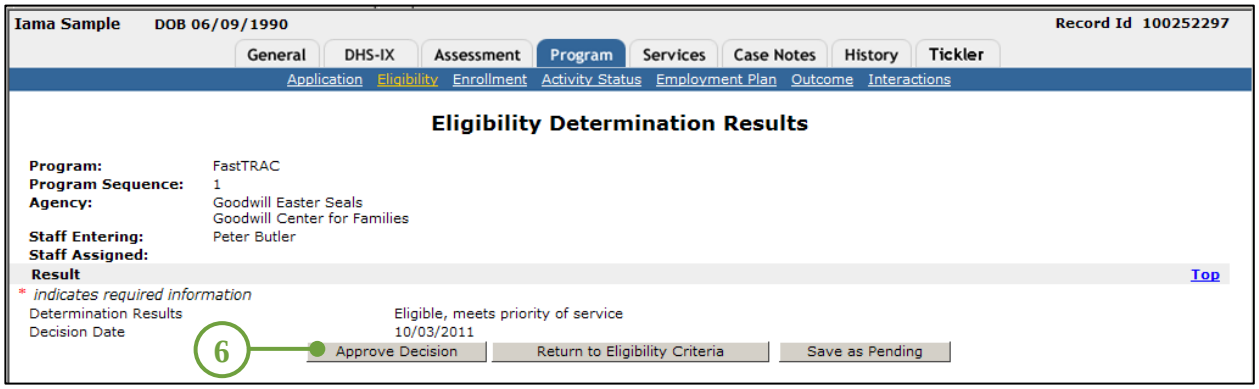
   Selective Service Registration Is the person a male over 18 years registered with the Selective Service or not required to register? Males will be program ineligible if legally required to register and you choose "Not Registered."

   If the participant does not have his Selective Service Number, click on **Look Up Selective Service Number** and follow the instructions to Check a Registration. The participant can also register online or request a status information letter from http://www.sss.gov/default.htm.

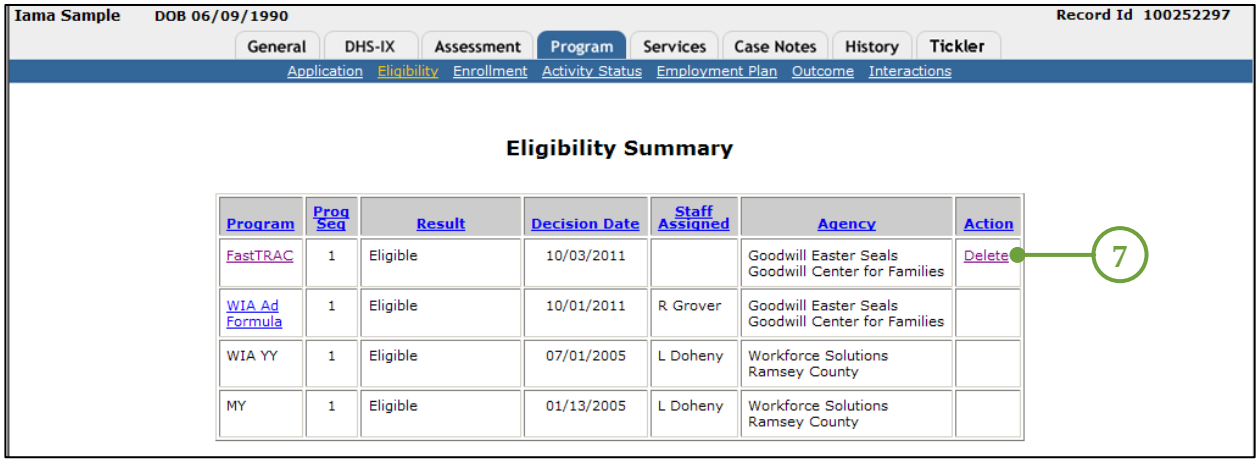
   Meets Local Priority of Service indicates whether the person meets your program's standards for priority of service. The person cannot be enrolled without a "Yes." Choose "Yes" if your program does not have priority of service standards.

5. Enter the Decision Date and press **Determine Results**.

6. If the result is ineligible, press **Return to Eligibility Criteria** and confirm all the required fields are correct, or press **Approve Decision** to complete the Eligibility process.



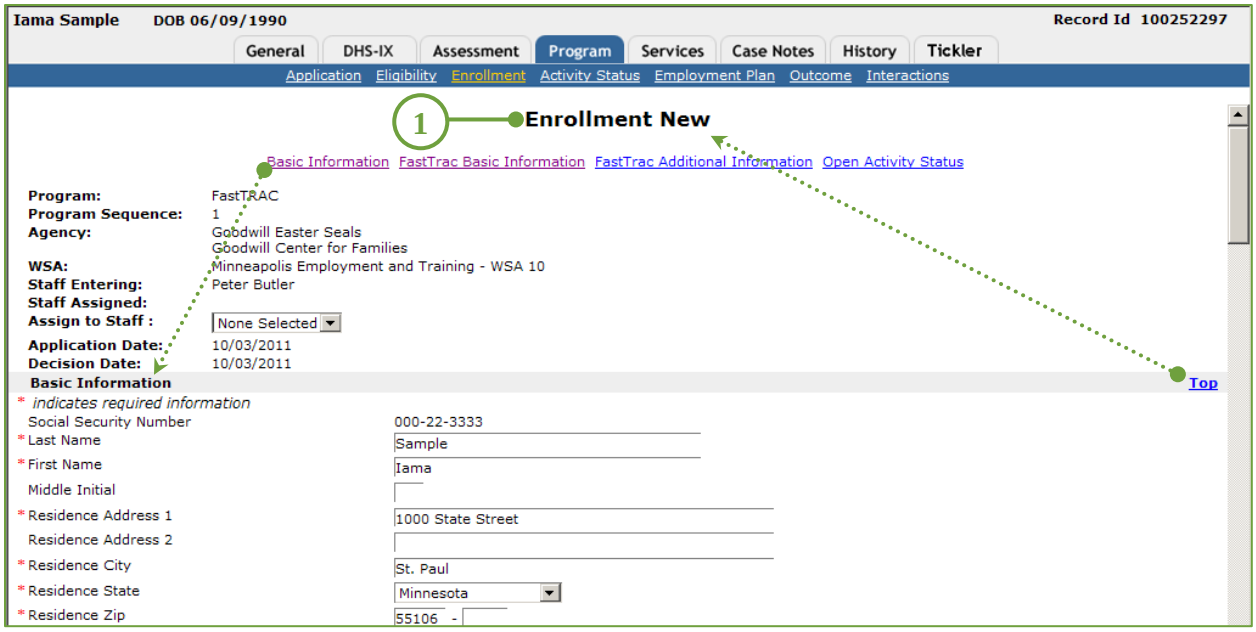
7. You cannot edit the **Eligibility Criteria** screen after the decision is approved. You must delete the record and return to Step 1 above if the person's eligibility changes before enrollment.



Enrollment

1. Go to **Program > Enrollment** for Enrollment New (see image on next page).

   - The four links directly under "Enrollment New" moves your cursor to each section: *Basic Information*, *FastTRAC Basic Information*, *FastTRAC Additional Information*, and *Open Activity Status*.
   - The Person Record under the **General** tab automatically populates many Enrollment New fields, but the client should confirm that the information is current.
   - You must assign a staff person if not assigned previously.
   - Scroll to the end of the web page and press **Save as Pending** if you cannot complete all your data entry. Required fields can remain blank until you press **Enroll Now**.



! Changing the client's Basic Information here also changes the client's Person Record under the **General** tab after pressing **Enroll Now**.

2. Enter data for the Basic Information section.

   - *Social Security Number*. If participant cannot or will not provide an SSN, see Policy for Entry of Pseudo-Social Security Numbers in Appendix C.

   Most fields are self-explanatory. The following ones have a required format:

   - *Residence Zip*: Five-digit number (nine-digit format is optional).
   - *Residence State*: Choose "None Selected" if *Residence Country* is not the United States.
   - *Residence County*: Choose "Out of State" if *Residence Country* is not the United States or *Residence State* is not Minnesota.

   First Name, *Last Name*, *Residence Address 1*, and *Residence City* do not have a required format, but cannot be blank when you press **Enroll Now**. Enter a single letter if the required information is missing so you can enroll the person.

3. Enter data for the FastTRAC Basic Information section.

   Ethnicity indicates whether the person is of Hispanic or Latino origin and can be any race.

   Race Choose one or more of the following:

   - American Indian or Alaska Native: origins in North, Central and South America **and** maintains tribal affiliation or community attachment.
   - Black or African American: origins in the black racial groups of Africa.
   - Hawaiian Native or other Pacific Islander: origins in Hawaii, Guam, Samoa or other Pacific Island.
   - White: origins in Europe, the Middle East, or North Africa (includes most people of Hispanic/Latino ethnicity).

- Asian: origins in Far East, Southeast Asia, or the Indian subcontinent.

Highest Level of Education completed. The choices are:

- Separate choices for 1st through 12th grades (no diploma earned). NOTE: 12th grade is not the same as a high school diploma or GED.
- Separate choices for one, two or three years of college/technical/vocational school.
- Attained Associate's Diploma or Degree.
- Attained Certificate of Attendance/Completion.
- Attained Other Post-Secondary Degree or Certification.
- Bachelor's Degree or equivalent.
- Education beyond a Bachelor's Degree.
- GED
- High School Diploma
- No education grades completed.

Family Status indicates who the person lives with. The choices are:

- Not a family member: does not live with any family members.
- Other family member: lives with one or more family members but is not a parent.
- Parent in one-parent family: has sole custodial responsibility for one or more dependent children.
- Parent in two-parent family: shares responsibility with another person for dependent children.

Labor Force Status at time of enrollment:

- Employed full time: a person who is working 30 hours per week or more.
- Employed part time: a person who is working less than 30 hours per week.
- Employed, received term notice/military separation: person is employed but has received a notice of termination employment from employer or is a Transitioning Service Member.
- Not employed and previously not self-employed: unemployed or not actively seeking employment.
- Not employed and previously self-employed, farm: is now unemployed.
- Not employed and previously self-employed, non-farm: is now unemployed.

Disability Status is a self-reported physical, mental, or learning disability, emotional/behavioral disorder, or substance abuse that has an impact on employability. The choices are:

- Not disabled.
- Yes, and disability is an employment barrier.
- Yes, disability not a barrier to employment.

Limited English Language Proficiency, "Yes" for English-as-a-Second-Language speakers whose language barriers impede employment (NOTE: a response is optional).

Veteran Status, "Yes" if the person actively served in the United States Armed Forces and was not dishonorably discharged. NOTE: If the person is a spouse of a veteran, choose "Yes."

Recently Separated Veteran, "Yes" if the veteran has a discharge date or release from active duty from the United States Armed Services that is within 36 months prior to program participation. (NOTE: a response is optional)

Active Duty Start Date If the response to Veteran Status was "Yes," enter the first date the person began active duty service in the United States Armed Forces. (NOTE: a response is optional)

Active Duty End Date Enter the date the person was discharged or released from active United State Armed Forces duty. (NOTE: a response is optional)

Veteran Type indicates the type of veteran. The choices are:

- Campaign Badge Eligible: served during a war or campaign listed at http://www.opm.gov/staffingportal/vgmedal2.asp.
- NA: not applicable (No veteran status or dishonorably discharged).
- Other Eligible: person is the spouse of any person who died on active duty of a service-connected disability, or the spouse of any member of the Armed Forces serving on active duty.
- Vietnam Veteran: served in the Republic of Vietnam from February 28, 1961 to May 7, 1975 or in armed forces from August 5, 1964 to May 7, 1975, regardless of location.

Service Related Disability The person was discharged or released from active United States Armed Forces duty because of a service-connected disability (NOTE: a response is optional). The choices are:

- Yes (0% to 20% Disabled)
- Yes, Special Disabled (30%+ Disabled)
- No (No Service-Related Disability)

4. Enter data for the Additional FastTRAC Information section.

Supplemental Security Income (SSI) Recipient, "Yes" if the person receives federal SSI.

TANF/MFIP Recipient, "Yes" if the person participates in Temporary Assistance for Needy Families/Minnesota Family Investment Program.

Food Support Recipient, "Yes" if the person receives Food Support (formerly called Food Stamps) through a county human services agency.

Refugee Assistance Recipient, "Yes" if the person receives refugee assistance through a county human services agency.

General Assistance Recipient, "Yes" if the person receives general assistance through a county human services agency.

Minnesota Supplemental Aid Recipient, "Yes" if the person receives monthly a cash supplement through a county human services provider. (NOTE: a response is optional)

Group Residential Housing (GRH), "Yes" if the person lives in a licensed or registered setting through a county human services agency. (NOTE: a response is optional)

Actual Family Size Enter the number of persons related by blood, marriage or adoption living in a single residence whose income must be counted for program eligibility (same definition as *Eligible Family Size*).

Annual Family Income Multiply eligible family members' income from the past six months by two and enter the result.[2] Determine self-employment income from the most recent Federal Income Tax return or a more-up-to date record. Pro-rate a separated or divorced applicant's income on the length of time during the last six months that the applicant lived with the other wage earner. If no income was earned, enter "0." Otherwise, leave blank ONLY IF the information is unavailable.

Assistance needed to participate in FastTRAC Select the type of financial assistance the person would need to participate in the program. (NOTE: a response is optional). The choices are:

- Childcare
- Housing
- Student Financial Aid
- Other
- Transportation

Education Status at Application indicates if the applicant is currently enrolled in (NOTE: a response is optional):

- ESL (English as a Second Language)
- ABE (Adult Basic Education)
- GED prep
- Adult Diploma
- Secondary Education
- Post-secondary Education
- N/A: use if the person is not in school

Received Workforce Information Services, "Yes" if staff provided information on local labor market conditions; industries, occupations, wages and benefits, and job vacancies. (NOTE: a response is optional)

[2] User Tip: Using the last six months of income helps ensure the participant's eligibility better than using the most recent full year if the person has been recently unemployed.

WPRS Referral, "Yes" if the person is an Unemployment Insurance claimant who has been referred to WIA Reemployment Services by Worker Profiling and Reemployment Services. (NOTE: a response is optional)

Parenting/Pregnant Youth, "Yes" if the person is either under 22 years of age and is pregnant, or is an individual (male or female) who is providing custodial care for one or more dependents under age 18. (NOTE: a response is optional)

Runaway Youth, "Yes" if the person is 21 years of age or less and has absenteed himself or herself from home or place of legal residence without the permission of parent(s) or legal guardian. (NOTE: a response is optional)

No Significant Work History, "Yes" if the person has not worked for the same employer for longer than three consecutive months in the past two years.

UI Benefit Status indicates if the person receives Unemployment Insurance (UI) or is eligible to. The choices are:

- Eligible, Not Claimant: is eligible but has **not** claimed benefits.
- Eligible Claimant: is receiving UI benefits.
- Exhaustee: has exhausted UI benefits (excluding Federal Supplemental Additional or Extended Benefits).
- Ineligible Labor Force Attachment: was employed but is ineligible due to insufficient earnings or employer was not required to provide UI benefits.
- Not Eligible/Applicable: is not eligible for UI benefits.

Homeless, "Yes" if the person lacks a fixed, regular and adequate nighttime residence or whose nighttime residence is a supervised, temporary living accommodation or shelter.

Offender Status, "Yes" if the person's arrest record or conviction is an employment barrier.

Recovering Chemically Dependent, "Yes" if the person disclosed previous involvement in chemical abuse or chemical dependency, but does not presently exhibit those symptoms or behaviors, and whose previous involvement with chemical abuse or chemical dependency has interfered with their ability to obtain training or employment. (NOTE: a response is optional)

WSA Barrier, "Yes" if the person meets the criteria of an additional category of individuals who face serious barriers to employment, as defined by the Governor, and agreed to be served by the WSA as specified in the service plan pursuant to Workforce Investment Act law. (NOTE: a response is optional)

Financial Aid indicates if the person receives, or will receive, financial aid. The choices are:

- None: no financial aid.
- Scholarship: a grant awarded by a non-government agency.
- Student grant (Pell, Alliss, etc.): a grant awarded by a government agency.
- Student loan: a loan guaranteed by the U.S. government.
- Work study: part-time work at the person's school to pay tuition and related costs.

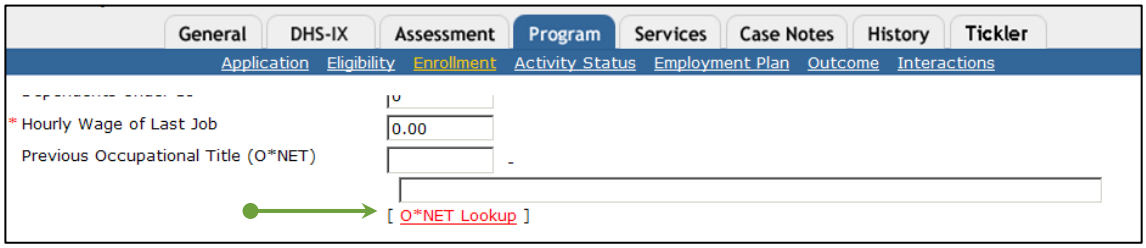
Enter any additional information about Financial Aid in Case Notes. (Information added to the Comments box on the Eligibility screen will not appear on printed enrollment form.)

Number of weeks unemployed out of last 26 Enter the number of weeks the person has been unemployed during the past 26 weeks.

Dependents Under Age 18 Enter the person's number of dependents under 18 years of age, including spouses under 18. Total dependents must be less than *Eligible Family Size*.

Hourly Wage of Last Job Enter the person's latest hourly wage within the past 26 weeks. Enter "0" if the person was unemployed the entire 26 weeks. Leave blank ONLY IF the information is unavailable.

Previous Occupational Title (required if Hourly Wage of Last Job is more than 0). Use the **O*NET Lookup** to select the closest description for the person's most recent job during the past 26 weeks. Leave blank if unemployed during the last 26 weeks.



Person has given consent to obtain Wage Detail, "Yes" if the person's paper file contains a signed consent form releasing DEED Wage Detail information to the FastTRAC provider.

Person has given consent to share data as needed with FastTRAC partners, "Yes" if the person's paper file contains a signed consent form releasing FastTRAC information.

! ***Consult the form for any restrictions before sharing data***.

Effective Date of the signed Consent to Collect Wage and Employment Data on Individuals form.

Enrollment Date must be after the Eligibility Decision Date and not a future date. If possible, enter the enrollment date when creating the record or within 30 days.

5. Enter data for the Open Activity Status section. A person cannot be enrolled without completing this section.

   Activity Status Type Enter the participant's initial FastTRAC activity. The choices are at enrollment are:

   - Core Services: Job search and placement assistance, counseling, testing, background checks, working with the employer and job seeker, workshops and job clubs.
   - Staff Assisted Assessment: An evaluation of the person's capabilities, needs and vocational potential.
   - Staff Assisted Job Placement: Referral to programs for job openings, job seeking and job development.

- Staff Assisted Job Search in Area: Includes job seeking skills and interviewing skills within 50 miles.
- Staff Assisted Job Search Out of Area: Includes job seeking skills and interviewing skills outside of 50 miles.

NOTE: See the Glossary of Activity Statuses and Support in Appendix A for a full list of staff-assisted Activities and definitions.

FastTRAC Training Type The participant's program. The choices are:

- Adult Career Pathways (use for all enrollments after August 1, 2011)
- Bridge Program
- Integrated and Bridge
- PDIP Project

Estimated End Date The activity's estimated completion date.

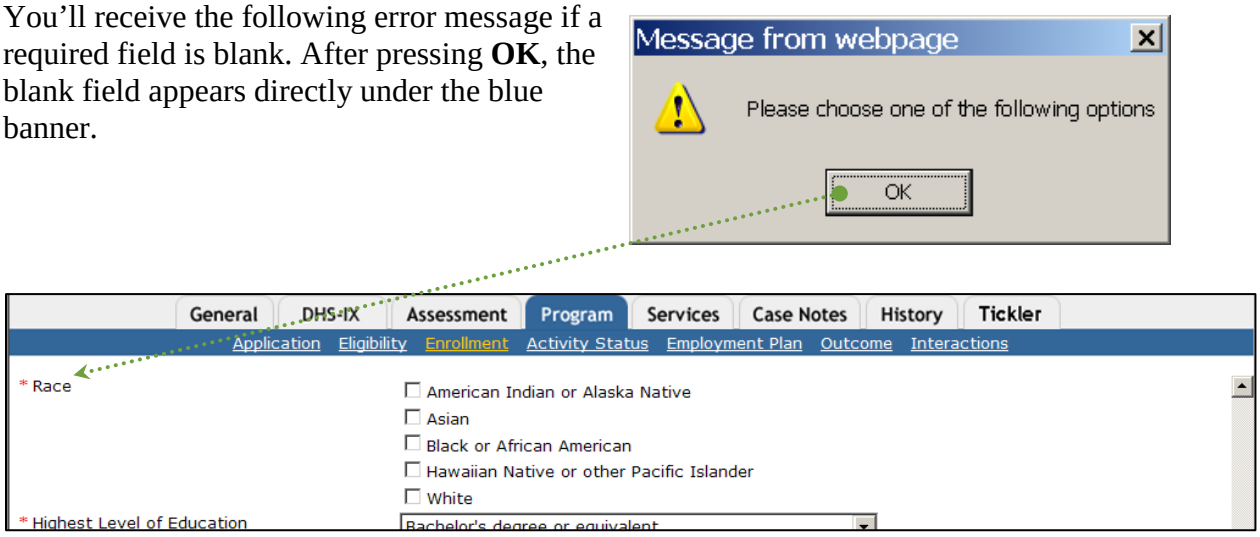
Estimated Hours The participant's estimated hours for this activity.

Funding Stream The name of the FastTRAC project site the enrollee is part of.

Comments Enter any additional information about this activity. NOTE: Comments do not appear on the printed enrollment form.

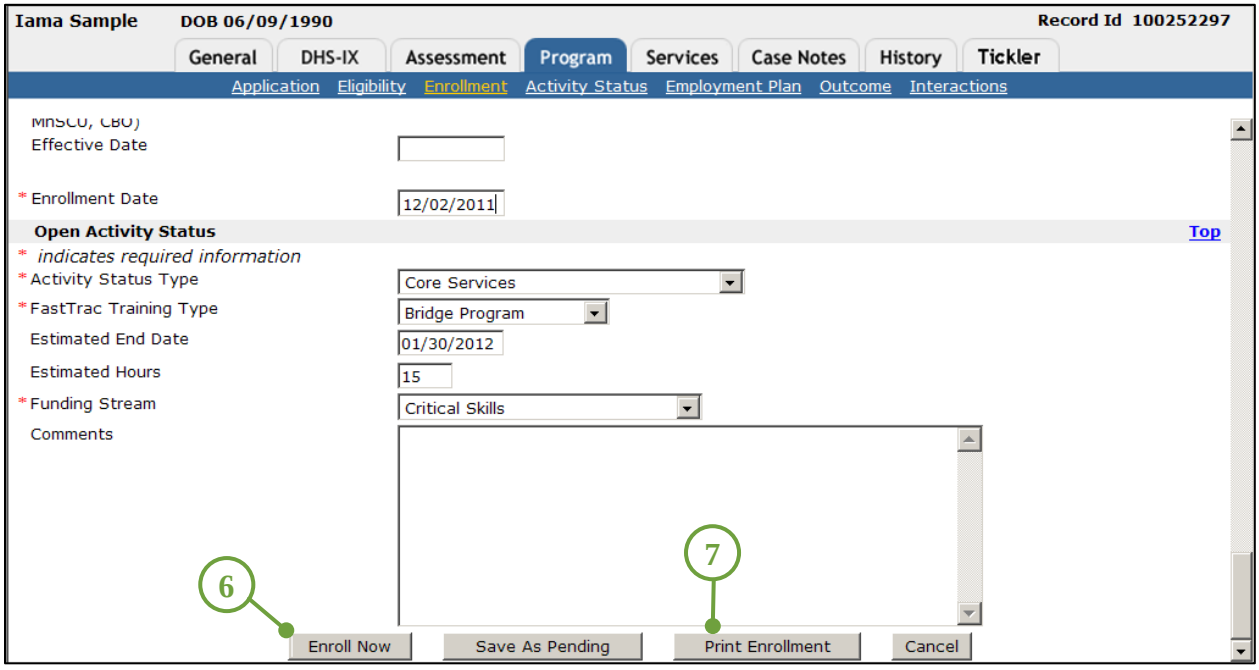
6. Press **Enroll Now** when all the required fields are completed.

You'll receive the following error message if a required field is blank. After pressing **OK**, the blank field appears directly under the blue banner.



After correction, press **Enroll Now** again. Another error message may appear if more blank fields exist or if entries were incorrectly formatted, such as dates.

7. Press **Print Enrollment** to print a contract for the participant's signature.



You cannot change Enrollment information once completed, with these exceptions:

- The Open Activity Status is changed under **Program > Activity Status**.
- The Wage Detail Consent is changed under **History > Wage Detail Consent**.

Entering Activities

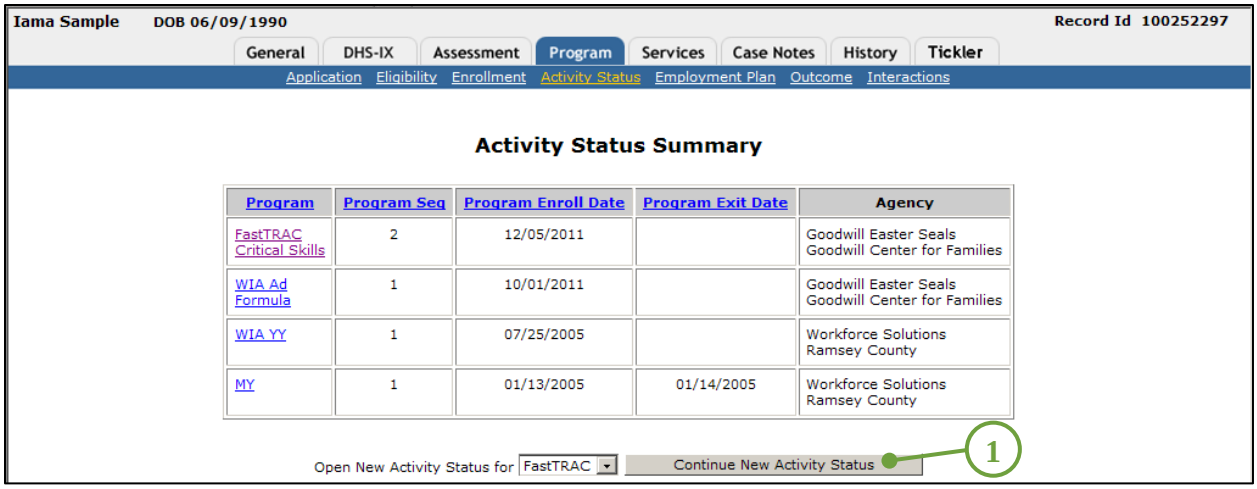
Activities reflect **the participant's FastTRAC** progress or steps toward a goal, while *Services* are types of assistance that usually require payments. Additionally, participants in Bridge and/or Integrated components are identified in WF1 by opening specific activity statuses.

- For participants who have entered or completed Bridge I or II, record "Non-Credentialed Training."
- For participants in a *credit-bearing* Integrated component, record "Classroom Training – Occ. Skills."
- For participants in a *noncredit-bearing* Integrated component, record "Customized Training."

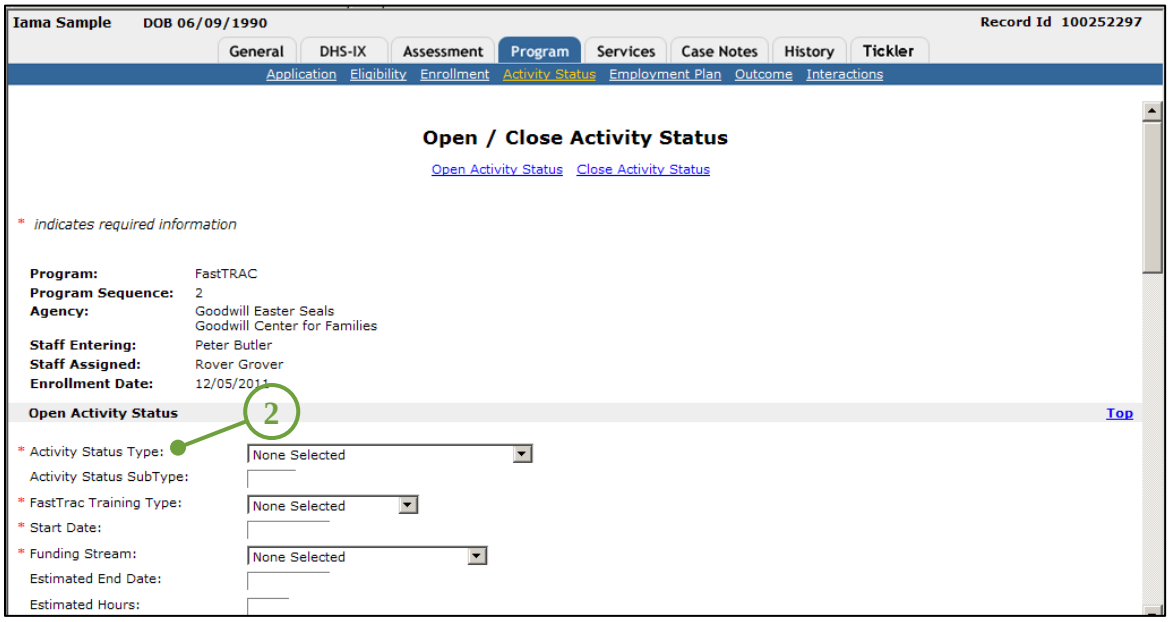
See the Glossary of Activity Statuses and Support Services in Appendix A for complete definitions of all of the FastTRAC activities in WF1.

Open a New Activity

1. Go to **Program > Activity Status**. Select FastTRAC from the drop-down list and press **Continue New Activity Status**. (see image on next page)


Iama Sample DOB 06/09/1990
Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
Activity Status Summary
Program | Program Seq | Program Enroll Date | Program Exit Date | Agency
FastTRAC Critical Skills | 2 | 12/05/2011 | | Goodwill Easter Seals Goodwill Center for Families
WIA Ad Formula | 1 | 10/01/2011 | | Goodwill Easter Seals Goodwill Center for Families
WIA YY | 1 | 07/25/2005 | | Workforce Solutions Ramsey County
MY | 1 | 01/13/2005 | 01/14/2005 | Workforce Solutions Ramsey County
Open New Activity Status for FastTRAC
Continue New Activity Status
1

2. Enter information in the Open Activity Status section. You must complete all required fields before hitting **Save**.[3]


Iama Sample DOB 06/09/1990
Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
Open / Close Activity Status
Open Activity Status Close Activity Status
* indicates required information
Program: FastTRAC
Program Sequence: 2
Agency: Goodwill Easter Seals Goodwill Center for Families
Staff Entering: Peter Butler
Staff Assigned: Rover Grover
Enrollment Date: 12/05/2011
Open Activity Status
Top
2
* Activity Status Type: None Selected
Activity Status SubType:
* FastTrac Training Type: None Selected
* Start Date:
* Funding Stream: None Selected
Estimated End Date:
Estimated Hours:

Activity Status Type See the Glossary of Activity Statuses and Support Services in Appendix A for definitions of the FastTRAC activities.

FastTRAC Training Type The participant's program. The choices are:

- Adult Career Pathways (Use for all program enrollments after August 1, 2011)
- Bridge Program
- Integrated and Bridge
- PDIP Project

[3] User Tip: Some optional fields cannot be completed for certain Activity Status Types or become required for other Activity Status Types. An error message appears in these situations when you press **Save**.

Start Date Cannot be prior to Enrollment Date and can be a future date.

Funding Stream The name of the FastTRAC project site the enrollee is part of.

Estimated End Date The activity's estimated completion date.

Estimated Hours The participant's estimated hours for this activity.

Estimated Training Dollars The estimated cost for classroom training, tuition, books, supplies, and on-the-job training. You do not have to update this figure with actual costs.

Employer Name The participant's primary employer based on hours worked.

Hourly Wage If the participant works multiple jobs, calculate the average as the total weekly earnings divided by total hours worked.

Occupational / Training Title Enter the person's occupational or training program title using the **O*Net Lookup**.

School Enter the school's name using the **School Lookup**.

Training Program Code (CIP) Enter the Classification of Instructional Programs identifier using the **CIP Lookup**. You must select a response in all three steps of the Lookup feature.

Utilizing ITA, "Yes" if the services were purchased with an Individual Training Account.

Provider ID If unknown, leave blank.

Partner Program Select the partner program, if any, paying for this activity through a co-enrollment. The *Partnering* activity from the Activity Status Type menu must first be selected. (NOTE: The menu option, Adult (local), is being used by FastTRAC providers to identify WIA Adult-funded activities.)

Partner Project Leave as "none selected."

Activity Returning To Not a required field to populate for FastTRAC.

User Defined Text 1 You can enter up to 20 characters for any purpose.

User Defined Text 2 You can enter up to 20 characters for any purpose.

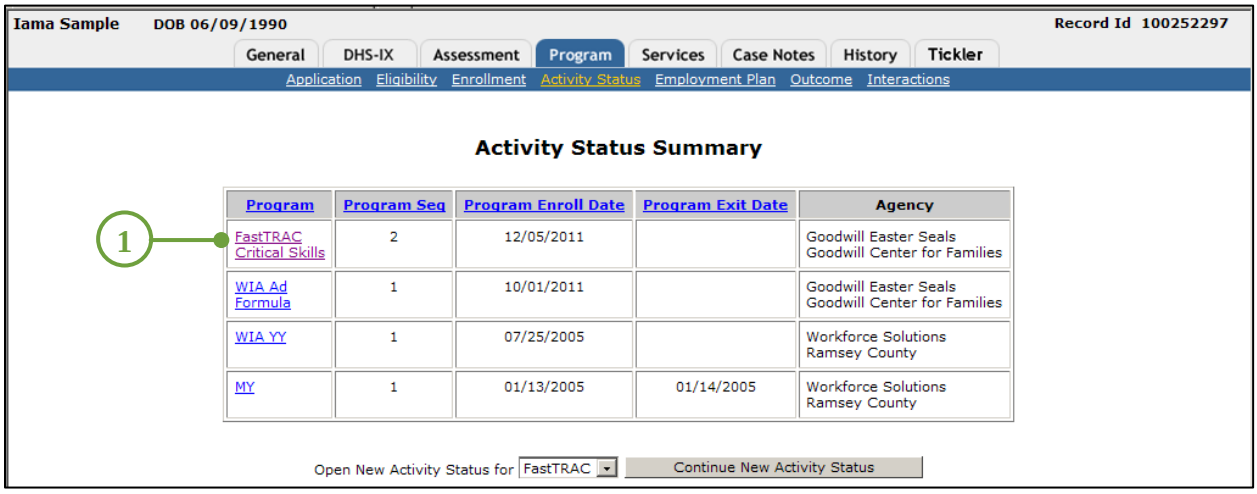
User Defined Date You can enter a date for any purpose.

Comments Enter any additional information about this activity.

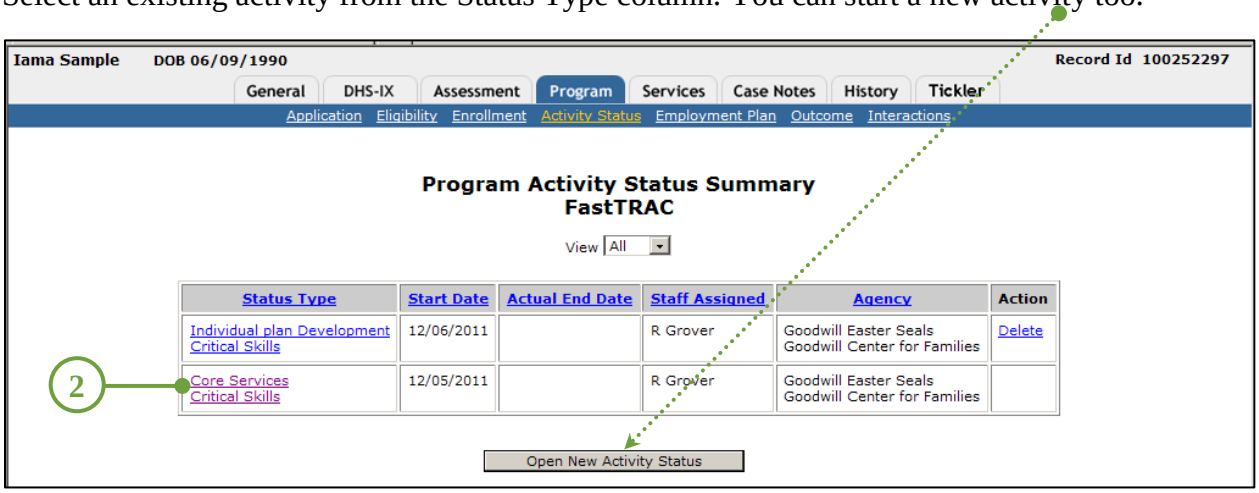
3. Press **Save**.

Update an Open Activity

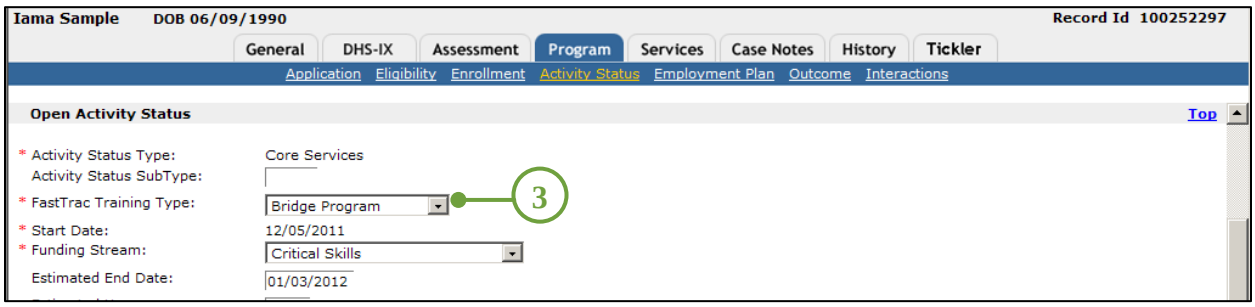
1. Go to **Program > Activity Status**. Click on **FastTRAC**.


Iama Sample DOB 06/09/1990 Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
Activity Status Summary
Program | Program Seq | Program Enroll Date | Program Exit Date | Agency
FastTRAC Critical Skills | 2 | 12/05/2011 | | Goodwill Easter Seals Goodwill Center for Families
WIA Ad Formula | 1 | 10/01/2011 | | Goodwill Easter Seals Goodwill Center for Families
WIA YY | 1 | 07/25/2005 | | Workforce Solutions Ramsey County
MY | 1 | 01/13/2005 | 01/14/2005 | Workforce Solutions Ramsey County
1
Open New Activity Status for FastTRAC
Continue New Activity Status

2. Select an existing activity from the Status Type column. You can start a new activity too.

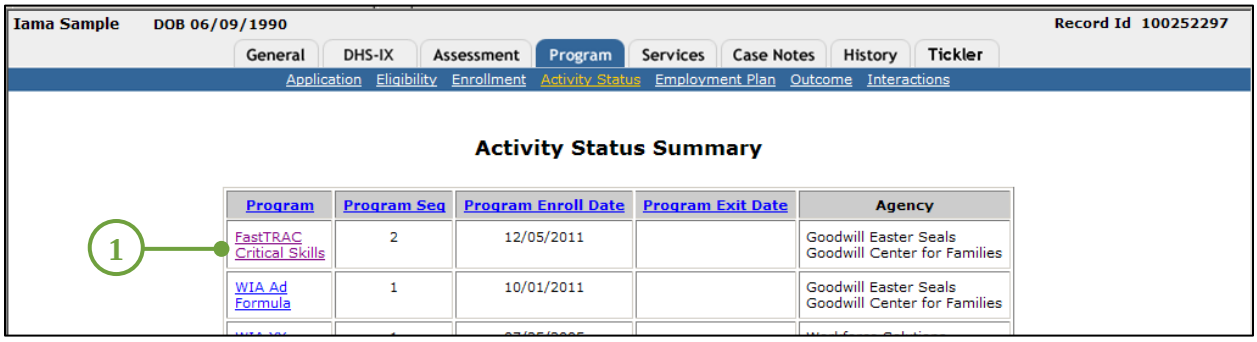

Iama Sample DOB 06/09/1990 Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
Program Activity Status Summary
FastTRAC
View All
Status Type | Start Date | Actual End Date | Staff Assigned | Agency | Action
Individual plan Development Critical Skills | 12/06/2011 | | R Grover | Goodwill Easter Seals Goodwill Center for Families | Delete
Core Services Critical Skills | 12/05/2011 | | R Grover | Goodwill Easter Seals Goodwill Center for Families |
2
Open New Activity Status

3. You can update most fields, except *Activity Status Type* and *Start Date*. Press **Save**.

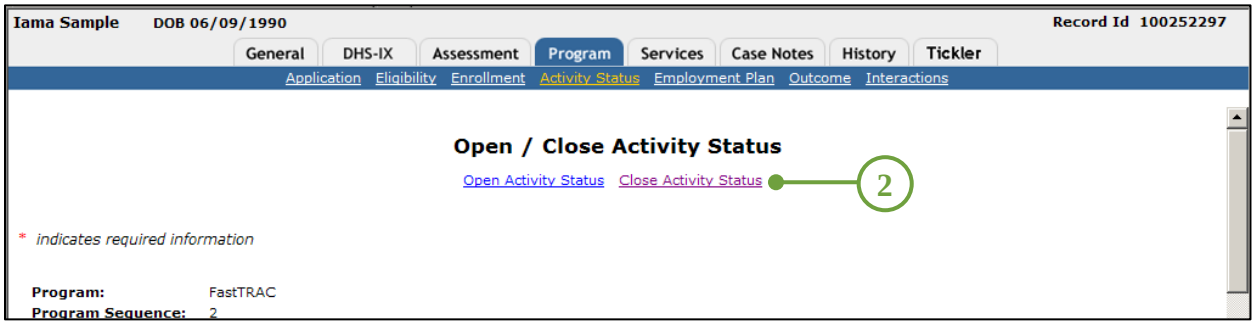

Iama Sample DOB 06/09/1990 Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
Open Activity Status
Top
* Activity Status Type: Core Services
Activity Status SubType:
* FastTrac Training Type: Bridge Program
* Start Date: 12/05/2011
* Funding Stream: Critical Skills
Estimated End Date: 01/03/2012
3

Close an Activity

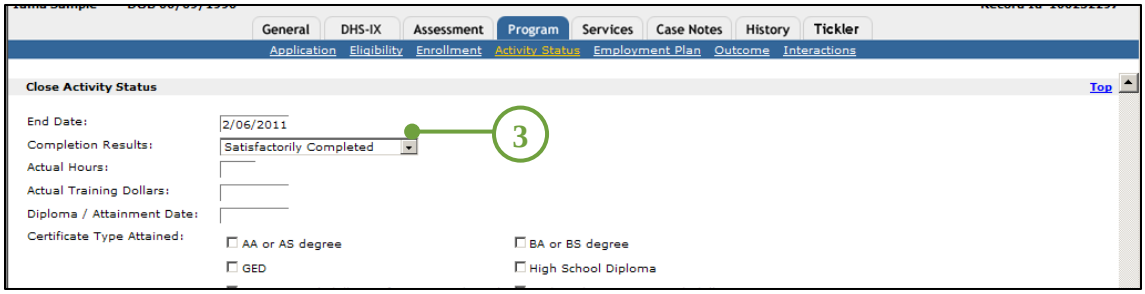
1. Go to **Program > Activity Status**. Click on **FastTRAC**.



2. Click on **Close Activity Status** or scroll down the screen.


Iama Sample DOB 06/09/1990
Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
Application Eligibility Enrollment Activity Status Employment Plan Outcome Interactions
Open / Close Activity Status
Open Activity Status
Close Activity Status
2
* indicates required information
Program: FastTRAC
Program Sequence: 2

3. Enter the End Date and Completion Results. All other fields are optional. Press **Save**. You can edit the saved data or add more information at a future date.



! The End Date cannot be prior to the start date nor more than 14 days into the future.

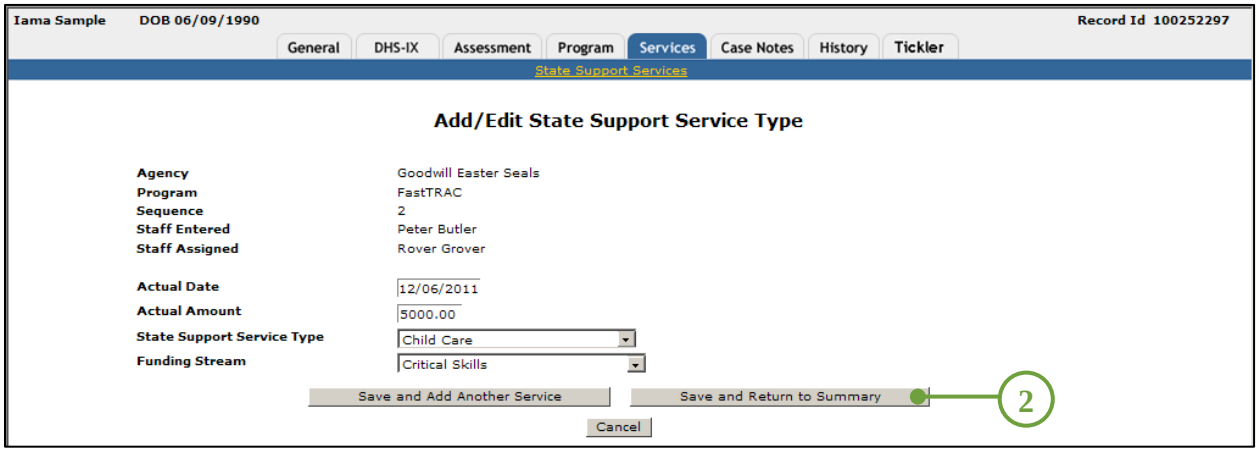
Entering Services

Add a New Service

A service is different than an activity. Services are used to record instances when participants receive monetary supports through the program. If support services are being paid for by a separate program tracked in WF1, record those services in that program enrollment and select the *Partnering* activity in the FastTRAC enrollment (see page 18).

1. Go to **Services.** NOTE: Access to the Services list varies by project site. Select FastTRAC from the drop-down list and press **Continue New Service**.

2. All fields are required. Press one of the **Save** buttons.



!Enter two decimal places for dollar amounts, but no comma or dollar sign: 5000.00, not $5,000.

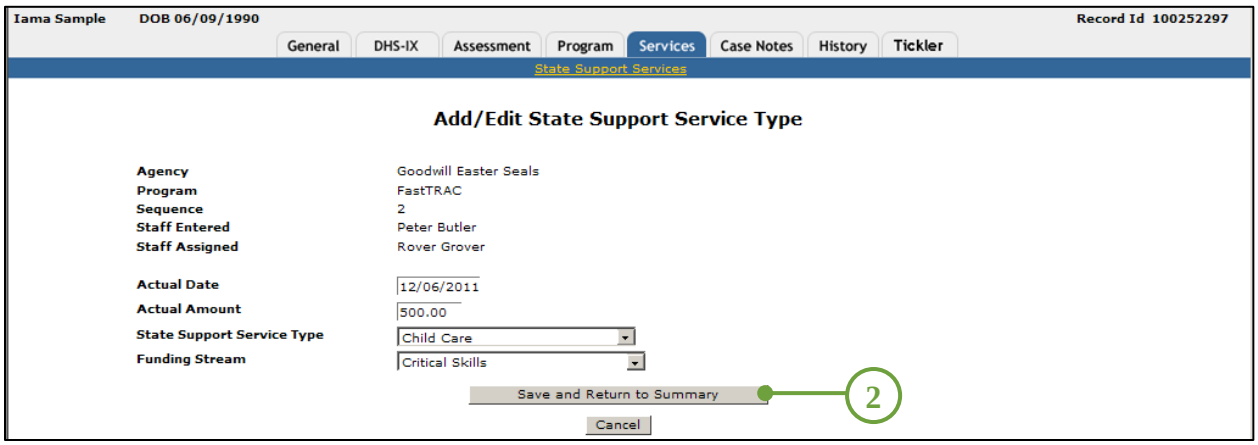
State Support Service Type See the Glossary of Support Services in Appendix A for service type definitions.

Edit a Service

1. Go to **Services**. Click on **Edit** in the Action column (see image on next page).

Iama Sample DOB 06/09/1990
Record Id 100252297
General DHS-IX Assessment Program Services Case Notes History Tickler
State Support Services
State Support Services Summary
Program Actual Date Actual Amount State Support Service Type Staff Assigned Agency Action
FastTRAC Critical Skills
12/06/2011
$5,000.00
Child Care
R Grover
Goodwill Easter Seals Goodwill Center for Families
Edit Delete
1
Add New State Support Service For FastTRAC Seq 1
Continue New Service

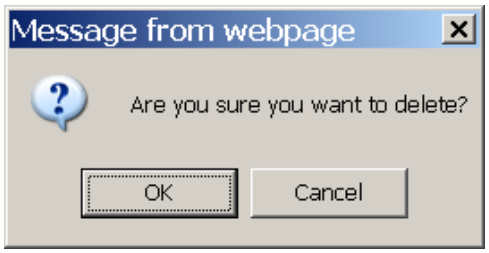
2. Edit the information in any of the four fields, then press **Save**.



Delete a Service

1. Go to **Services**. Click on **Delete** in the Action column on the State Support Services Summary screen.

2. The following message appears. Press **OK**.

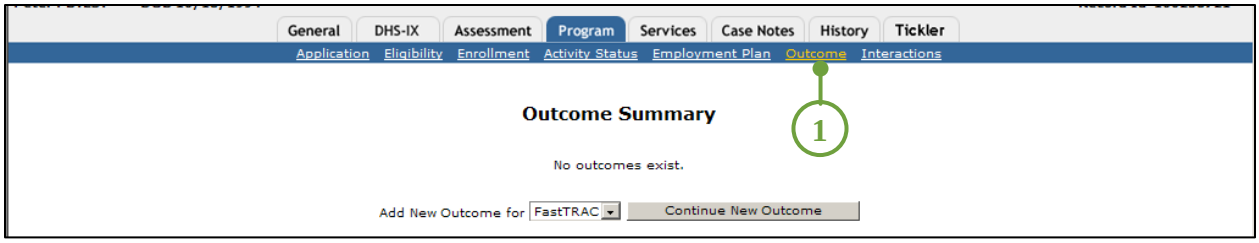


Closing a Record

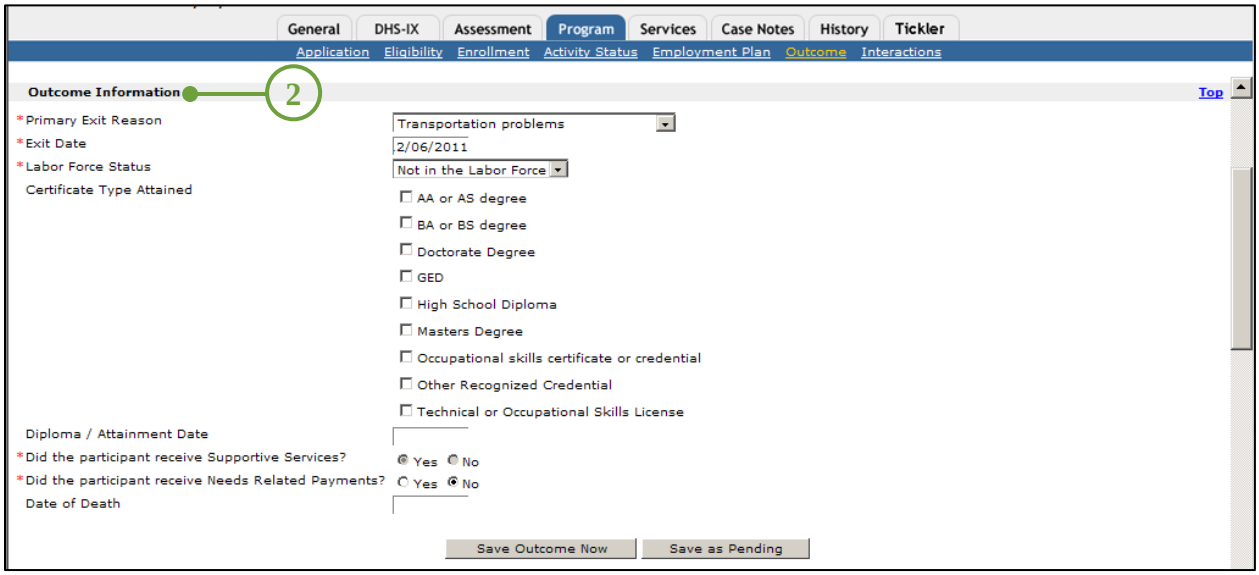
Exiting a Participant from the Program

Close the participant's FastTRAC record if he or she exited voluntarily or involuntarily.

1. Go to **Program > Activity Status**. Select FastTRAC from the drop-down list and press **Continue New Outcome** (see image on next page).



2. Enter data under the Outcome Information section.



3. Primary Exit Reason indicates why a person left the program. Choices are:
   - Administrative Separation: for any other reason than one of those listed below. NOTE: This should also be used in situations where a participant completed the Bridge component but could not qualify for the Integrated component.
   - Cannot Locate: cannot be located.
   - Death: dies while enrolled in program.
   - Does Not Require Workforce Development Services: use for participants leaving or not continuing beyond BRIDGE class because the individual decided they are not interested in that career path.
   - Employment/Education Comb.: enters unsubsidized full time or part time employment and also continues education.
   - Entered Armed Forces: enters the Armed Forces.
   - Entered Registered Apprentice Training: enters a federal or state approved apprenticeship program.
   - Entered Unsubsidized Employment: enters unsubsidized full time or part time employment.
   - Family Care Problems: withdraws due to family care problems.
   - Found Ineligible: subsequently found.

- Health/Pregnancy: withdraws for health reasons or pregnancy.
- Institutionalized: resides or will reside at an institution or facility providing 24-hour support, such as a prison or hospital.
- Moved from area: is moving or has moved from the area.
- Other Termination: leaves program for any other reason.
- Personal/Medical Problem: leaves program because of personal or medical barriers to participation.
- Program/Type Transfer: participant exits one FastTRAC funding stream (i.e. a career pathway) and transferring to another FastTRAC funding stream.
- PWIR Placement: participant is employed according to Wage Detail records, but exact employment details are unknown.
- Refused to Continue: refuses to continue receiving program services.
- Remained in School: participant chose to continue on in school.
- Returning Reservist: returns to civilian life after active duty rather than continue with FastTRAC.
- Transportation problems: withdraws due to transportation problems.

Exit Date is when the person exited from FastTRAC, and cannot be a future date or prior to an existing activity's start date.

Labor Force Status at time of exit. Choices are:

- Employed full time: is working 30 hours per week or more.
- Employed part time: is working less than 30 hours per week.
- Not in Labor Force: is not actively seeking work.
- Unemployed: but is actively looking for work.

Certificate Type Attained while receiving services. Choose one or more of the following:

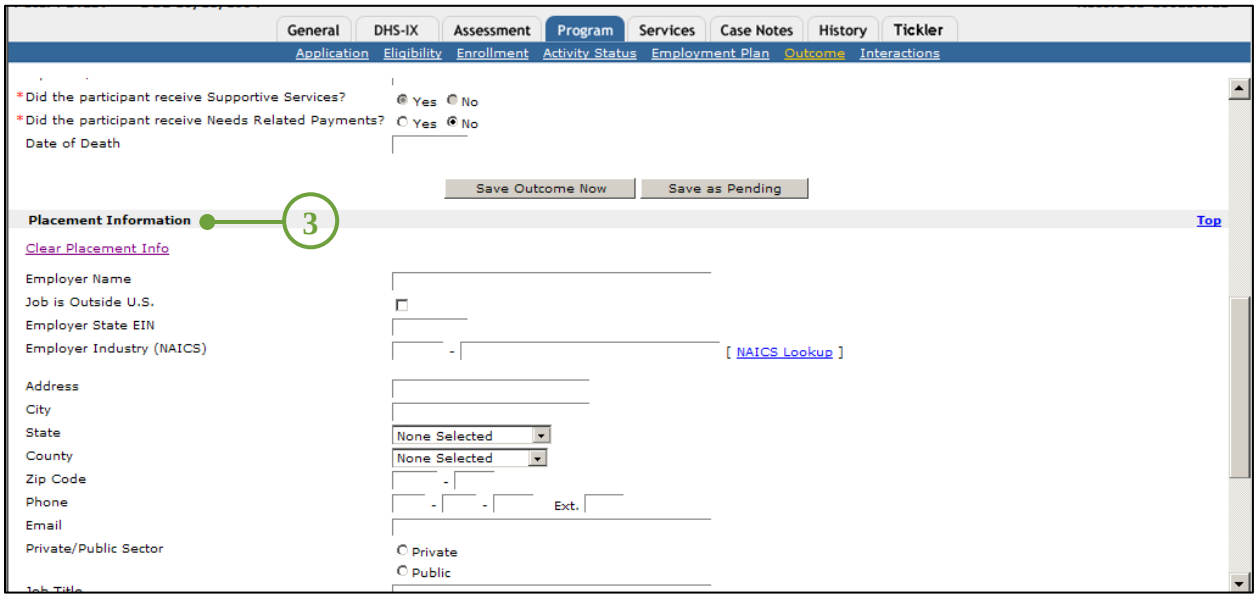
- AA or AS Diploma/Degree
- BA or BS Diploma/Degree
- Doctorate Degree
- GED
- High School Diploma
- Master's Degree
- Occupational skills certificate or credential
- Other Recognized Credential
- Technical or Occupational Skills License

Diploma / Attainment Date is required if *Certificate Type* is checked.

Did the participant receive Supportive Services? "Yes" if the person received State Support Service, such as child care, transportation, or clothes.

Did the participant receive Needs Related Payments? Answer "No". (NOTE: a response is optional)

3. Click **Save Outcome Now**. If all the relevant information is not available at the time, **Save as Pending** can be clicked to save the progress, *but this does not exit the individual from the program*. Some Placement Information section fields become required if the *Primary Exit Reason* involves employment.



The following fields are required if "Entered unsubsidized employment" is selected:

Employer Name

Employer Industry (NAICS) Use **NAICS Lookup** link to select the closest industry description.

Address, *City*, *State*, and *Zip Code* Mailing address of the employer

*Occupational Title (O*NET)*

Employment Start Date indicates the approximate start date of the job (MM/DD/YYYY)

Hourly Wage Estimated hourly wage of the job ($USD)

Hours per Week Estimated numbers of hours worked per week at the job

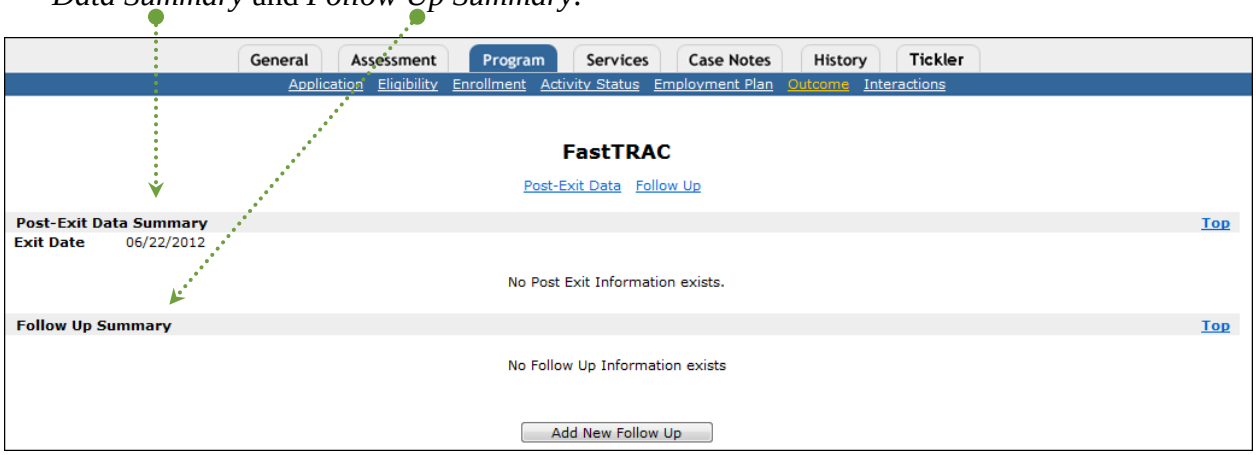
Benefits Package, "Yes" if the individual is receiving benefits such as employer-sponsored health insurance.

UI Coverage

Non-Traditional Indicator Unless locally defined, select "No."

4. You can record any follow-up activity in **Program > Outcome**. Click on **Follow-up** (see image on next page).

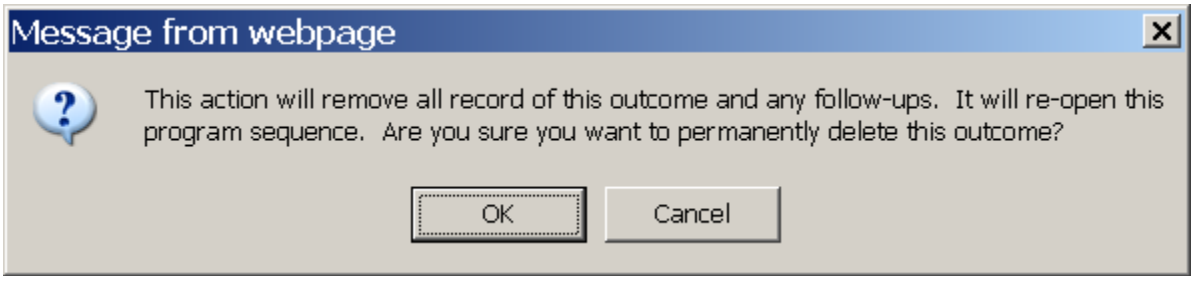
- The two links directly under "FastTRAC" moves your cursor to each section: *Post-Exit Data Summary* and *Follow Up Summary*.



NOTE: After an outcome has been saved, FastTRAC considers an individual's participation complete and exited from the program. Because FastTRAC participant data are not being reported with other Workforce Investment Act IB programs, the State FastTRAC office does not require follow-ups. With various Workforce Investment Act programs, however, follow-ups are required and meant to capture credential attainment and/or employment, and wage information after an individual has left a program. If a participant is co-enrolled in a program that requires these follow-ups, the guidelines for that program must be followed. If co-enrollment is not occurring, it is up to the individual FastTRAC site to decide if there is program value in having a formal follow-up policy.

5. You can re-open a closed case in **Program > Outcome**. Click on **Re-open Prog Seq**.

6. Press **OK** when the following message appears:

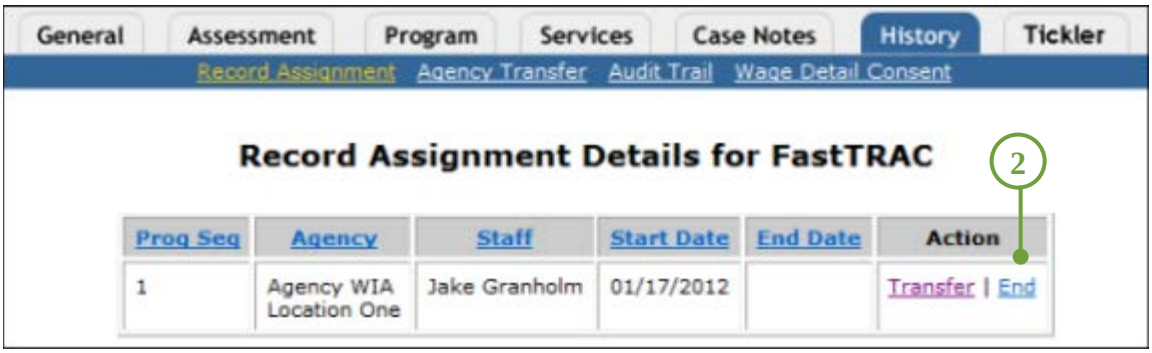

Message from webpage
This action will remove all record of this outcome and any follow-ups. It will re-open this program sequence. Are you sure you want to permanently delete this outcome?
OK
Cancel

Permanently Ending a Participant Record

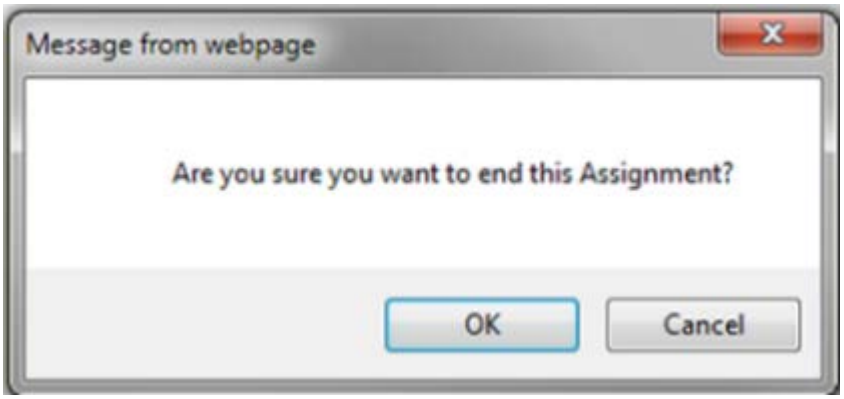
As noted in the previous section, FastTRAC considers an individual's participation complete and exited from the program after an outcome has been saved. At this point, nothing else is required in managing that record. However, that individual will continue to appear on the list of cases assigned to the Navigator. If, for file management purposes, you choose to remove them for the list, a final step is to permanently end the record. Once this action is taken, though, **you can no longer change or edit activities and outcomes or enter follow-up information**.

1. Go to **History** to see the client's Record Assignment Summary table and click on **FastTRAC**.

2. Click **End** to permanently end the record. Otherwise, click **Transfer** to assign the client another counselor.



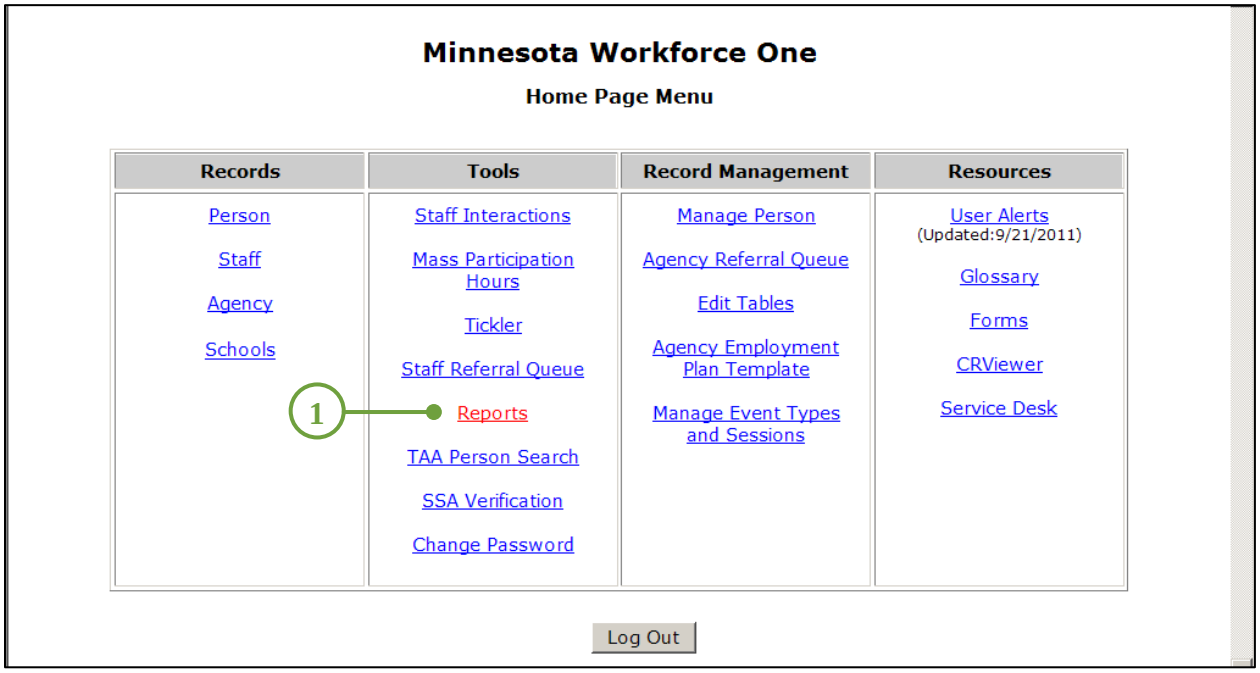
3. Press **OK** when the following message appears:



Reports

Run Reports

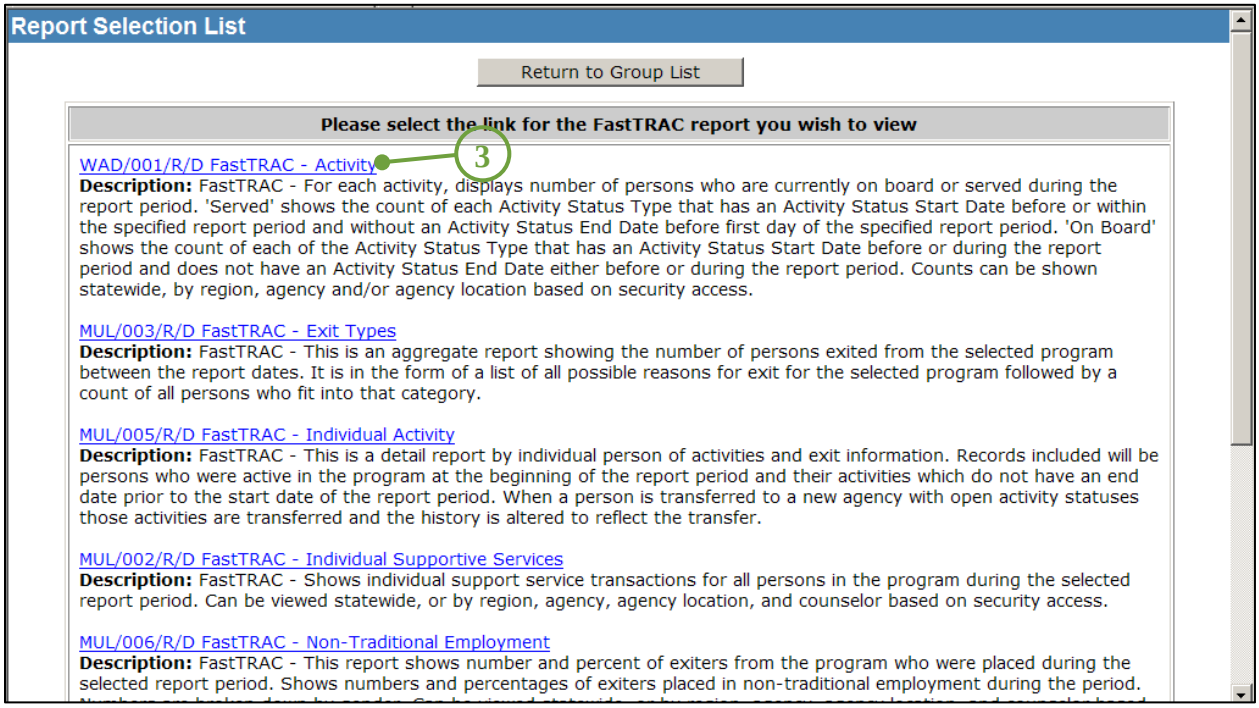
1. Click on **Reports** from the Home Menu.



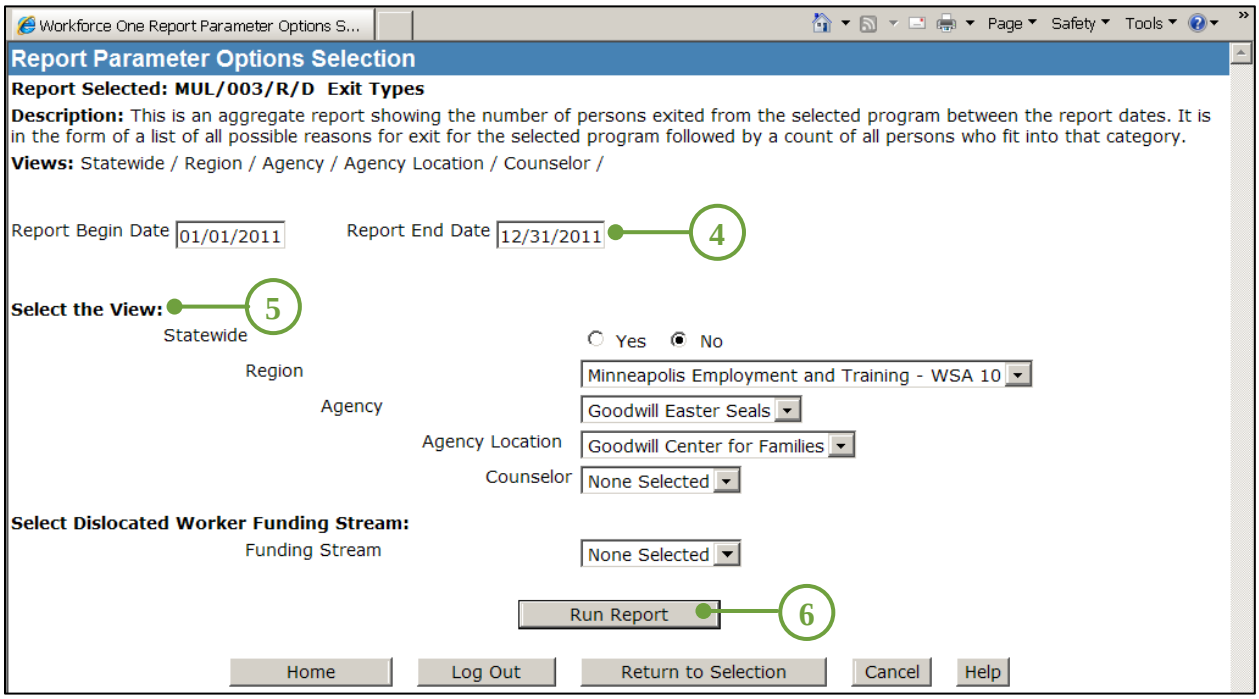
2. Click on **FastTRAC** from the Report Group Menu.

Report Group Menu
Choose the Report Group to View the Report Options
Across Programs Reports
Dislocated Worker Minnesota - Formula
Dislocated Worker Minnesota - Projects
Dislocated Worker WIA - Formula
Dislocated Worker WIA - Projects
Dislocated Worker WIA Stimulus - Formula
Dislocated Worker WIA Stimulus - Projects
FastTRAC
WIA Title I Adult
2
Home
Log Out

3. Click on a report link.


Report Selection List
Return to Group List
Please select the link for the FastTRAC report you wish to view
WAD/001/R/D FastTRAC - Activity
3
Description: FastTRAC - For each activity, displays number of persons who are currently on board or served during the report period. 'Served' shows the count of each Activity Status Type that has an Activity Status Start Date before or within the specified report period and without an Activity Status End Date before first day of the specified report period. 'On Board' shows the count of each of the Activity Status Type that has an Activity Status Start Date before or during the report period and does not have an Activity Status End Date either before or during the report period. Counts can be shown statewide, by region, agency and/or agency location based on security access.
MUL/003/R/D FastTRAC - Exit Types
Description: FastTRAC - This is an aggregate report showing the number of persons exited from the selected program between the report dates. It is in the form of a list of all possible reasons for exit for the selected program followed by a count of all persons who fit into that category.
MUL/005/R/D FastTRAC - Individual Activity
Description: FastTRAC - This is a detail report by individual person of activities and exit information. Records included will be persons who were active in the program at the beginning of the report period and their activities which do not have an end date prior to the start date of the report period. When a person is transferred to a new agency with open activity statuses those activities are transferred and the history is altered to reflect the transfer.
MUL/002/R/D FastTRAC - Individual Supportive Services
Description: FastTRAC - Shows individual support service transactions for all persons in the program during the selected report period. Can be viewed statewide, or by region, agency, agency location, and counselor based on security access.
MUL/006/R/D FastTRAC - Non-Traditional Employment
Description: FastTRAC - This report shows number and percent of exiters from the program who were placed during the selected report period. Shows numbers and percentages of exiters placed in non-traditional employment during the period.

4. Enter the report's begin and end dates (the time period that the report returns data for).


Workforce One Report Parameter Options S...
Page
Safety
Tools
Report Parameter Options Selection
Report Selected: MUL/003/R/D Exit Types
Description: This is an aggregate report showing the number of persons exited from the selected program between the report dates. It is in the form of a list of all possible reasons for exit for the selected program followed by a count of all persons who fit into that category.
Views: Statewide / Region / Agency / Agency Location / Counselor /
Report Begin Date 01/01/2011
Report End Date 12/31/2011
4
Select the View:
5
Statewide
Yes
No
Region
Minneapolis Employment and Training - WSA 10
Agency
Goodwill Easter Seals
Agency Location
Goodwill Center for Families
Counselor
None Selected
Select Dislocated Worker Funding Stream:
Funding Stream
None Selected
Run Report
6
Home
Log Out
Return to Selection
Cancel
Help

5. Select the view or level of detail: Statewide, WSA region, agency, agency location, and counselor. Your access rights limit the drop-down choices.

6. Press **Run Report**.

Appendix A:
Glossary of Activity Statuses and Support Services

These tables define the drop-down list choices when completing the **Program > Activity Status** and **Services** screens.

Activity Statuses

Activity	Definition
Adult Internship	Practical, supervised training experience in the classroom or worksite as part of an established curriculum.
Career Counseling	Assessment to identify skills, career interests, goals and barriers.
Classroom Training – Academic	A generic academic program not specifically related to an occupation.
Classroom Training – Occ. Skills	Use for the ABE/MnSCU *FastTRAC* ***credit-bearing*** **Integrated class(es).**
Community Involvement and Leadership Development Activities	To enhance responsibility and managerial skills, including one-on-one assistance to understand and resolve financial problems around program participation. Use Financial Literacy Course activity for training and classes.
Core Services	Job search and placement assistance, counseling, testing, background checks, working with the employer and job seeker, workshops and job clubs.
Customized Training	Designed to meet an employer's special training needs, including ABE/MnSCU FastTRAC ***noncredit*** **Integrated class(es).**
Entrepreneurial Training	Training to start one's own small business.
ESL Training (in conjunction with . . .)	Participant is provided training in English as a second language.
Financial Literacy Course	To develop skills for making informed decisions about personal finances.
GED Training (in conjunction with . . .)	Training to obtain a General Educational Development diploma (GED).
Holding	Non-activity that temporarily places a participant in "suspension."
Individual Plan Development	Creating a plan to bridge the gap between an individual's skills and his/her goals.
Literacy Training (in conjunction with . . .)	Education instruction particularly in basic skills to raise an individual's general competency level. Basic Skills refer to locally defined reading (comprehension), language arts (writing and verbal communication) and computational skills that enable an individual to function in the labor market and society.
Non-Credentialed Training	***Use for ABE Bridge class(es)***, including college prep classes.

Activity	Definition
OJT (Public or Private)	Training to obtain basic job skills in an actual job setting in the public or private sector.
Partnering	Use only when a participant is co-enrolled in a WIA Title I, WIA Title IV, MFIP, FSET, Diversionary Work Program, or another program tracked in WF1 that is paying for the participant's coordinated support services or activities.
Planned Extended Leave	*Planned* gap in service greater than 89 days due to a delay before the beginning of training or a health / medical condition that prevents participating in services. The third and fourth position of the 4-digit Activity Type must contain the planned activity into which the individual is returning. The following data fields must also be completed regarding the planned extended leave: Start Date (of leave) and Estimated End Date (of leave).
Staff Assisted Assessment	An evaluation of the person's capabilities, needs and vocational potential.
Staff Assisted Job Placement	Referral to programs for job openings, job seeking and job development
Staff Assisted Job Search in Area	Includes job seeking skills and interviewing skills within 50 miles.
Staff Assisted Job Search Out of Area	Includes job seeking skills and interviewing skills outside of 50 miles
Work Experience	An employment experience with a non-profit organization and that provides basic work readiness and maturity skills.

"Staff Assisted" is one-on-one service for at least two hours.

Support Services

Service	Definition
Child Care	Family/Dependent Care: helps participants meet their family care needs during participation, and ranges from day care outside the home or in-house to after-school programs (outside the home or in house). The care usually includes supervision and shelter, and may include subsistence and transportation.
Clothes	To improve job search and interview potential or to provide items required for training or as a condition of employment, upon completion of training.
Drug and Alcohol Counseling	Referral and counseling services to address drug and alcohol use issues.
Emergency Financial Assistance	Cash outlay to client or vendor to provide for a variety of needs of clients including but not limited to meals, food (subsistence), licenses, initiation fees, physicals, etc. required for job placement.
Family Involvement	Services encouraging parental, spousal and other significant adult involvement in the programs of the participant.
Healthcare	Includes, but not limited to, preventive and clinical medical treatment, voluntary family planning services, dental, personal hygiene, and appropriate psychiatric, psychological and prosthetic services.
Needs Related Payment	To enable participation in training or education programs (e.g. tuition, tools, equipment, and other training-related supplies).
Other Services	Any supportive service(s), not included above provided to eligible individuals to enable them to participate in planned activities.
Personal Counseling	Assistance with a variety of personal problems occurring during the participation.
Temporary Shelter	A supervised publicly or privately operated shelter designed to provide a temporary living accommodation.
Transportation	Service provided to ensure mobility between home and employment, training and/or other supportive services. Examples: mass transit fares, auto mileage, gas, oil, tires, repairs and maintenance, and insurance.

Appendix B:
Participant Eligibility, Core Program Components, and Accountability

Participant Eligibility

FastTRAC programs are designed for adults, sixteen (16) years old or older, who are not enrolled in secondary school and who qualify under one or more of the following conditions:

- Lack a recognized high school credential;
- Have a limited ability to speak, read, or write the English language; or
- Lack sufficient mastery of core basic educational skills (math, reading, writing, listening, speaking below a 12th grade level) to function effectively in the workplace as measured by the National Reporting System (NRS) list of adult appropriate standardized assessments, as adopted by the Minnesota Department of Education – ABE Office.

Note: Programs may apply additional eligibility requirements depending on the specific providers and skill standards of the program.

Core Program Components

FastTRAC programs contain three required components – *contextualized instruction, career development, and support services tailored to adults* – delivered through collaboration of partners and in a manner appropriate for the needs and circumstances of the participant. A Navigator, or central point of contact, who stays in touch with students, assists them in moving between components, and coordinates their workforce and support services is essential.

Required components include:

- Contextualized instruction that integrates industry/occupation knowledge with basic reading, math, and language skills.
- Career development that includes work culture, exploration and planning within a career area, job placement and job retention services.
- Support services tailored to adults that provide each adult with the information and wrap-around assistance needed to reach a goal.

Accountability

Program and Participant Outcomes

All FastTRAC program providers will use assessments consistent with program requirements to place participants into the appropriate courses and to measure progress. All providers will use quantitative and qualitative data-tracking through WF1 to collect and analyze key information about FastTRAC program participants and graduates.

FastTRAC programs are evaluated on the following measures. These measures are based on research indicating that one year of postsecondary credit and attainment of an industry-recognized credential lead to career pathway employment. (NOTE: participants will not be included in the performance outcomes calculated for the Workforce Investment Act IB programs funded by the US Department of Labor)

- Basic skills acquisition – attainment of NRS Educational Functioning Level (EFL) gain as adopted by the Minnesota Department of Education – ABE Office.

- Retention in program – retention of participants throughout the duration of the program, including information on attrition, identification of program challenges, etc.
- Credential attainment – industry recognized certification (not a work readiness certificate) including a certificate, diploma, or degree with academic credit from a MnSCU institution.
- Job placement in career field – participant obtained employment in an occupation related to FastTRAC education and training.
- Job retention – participant maintains employment for 12 months after job placement.
- Wage progression – pre- and post-program completion (e.g., survey, annual reporting, data match), increased earnings after job placement.
- Continuation of career pathway training – participant enrolls in next level of career pathway coursework.
- Attachment to funding stream – ability to follow participants through publicly funded programming, e.g., MFIP, state dislocated worker, Food Support.
- Participant satisfaction and other process goals as defined by the local partnership.
- Measure employer involvement and feedback at the local level.

Appendix C:
POLICY FOR ENTRY OF PSEUDO-SOCIAL SECURITY NUMBERS

The following policy is for standardizing the entry of Social Security Numbers (SSN) for individuals who do not wish to disclose their SSN or who fail to provide adequate documentation.[4] Most programs in Workforce One (WF1) require the entry of a nine-digit number in the SSN field before services can be provided, but the provision of a valid SSN is still optional. Below is the DEED Business and Information Technology prescribed procedure for entering a pseudo SSN.

Risks in using a pseudo SSN:

- The search function in WF1 encompasses many parameters: SSN, name, email address, MAXIS number, WF1 Record ID, or Birthdate. If a pseudo SSN is used, a later search for the person by SSN may not yield a result.
- Post program earnings will not be able to be determined.

Procedure:

If an individual refuses to supply an SSN and adequate documentation then enter a 9-digit number based on this method:

1. Start the number with ”000” or “800” or “900”
2. The next two numbers are the WSA /Independent Service Provider number.

WSA1:	01
EAC:	45
HIRED:	92
JVS:	87
CMS:	90
QCS:	38
TSB:	74

3. The next 4 numbers are assigned in a sequential manner (i.e. 0001, 0002, 0003, etc.)

   - For example, a person enrolled in EAC would be 900-45-0001.

For information about invalid Social Security Numbers, see:

http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/425/~/invalid-or-impossible-social-security-numbers

[4] Adequate documentation is any one of the following: An SSN card issued by the Social Security Administration, a federal or state issued document containing the person’s name and SSN, a court issued document containing the person’s name and SSN, a financial institution issued document containing the person’s name and SSN, or an employer-provided Dislocated Worker list containing the person’s name and SSN.

This document was prepared with support from a Competitive Employment Systems—Medicaid Infrastructure Grant from the Centers for Medicare and Medicaid Services to Minnesota's Department of Human Services (Grant #1QACMS030325). The funds for this grant were authorized through the Ticket to Work--Work Incentives Improvement Act of 1999 (Public Law 106-170). Catalog of Federal Domestic Assistance 93768. The Pathways to Employment initiative is a partnership between the Department of Human Services, the Department of Employment and Economic Development, and the Minnesota State Council on Disability.